

Auburn Public Library Board of Trustees

May 13, 2020 Meeting 6pm

Attending for BOT: Mary DeCoursey, Suzette Dowd (Vice Chair), Nan Johnson, Paula Melican, Jen Shea (Clerk), and Matt Toth (Chair)

Attending for Library: Jean Collins, Mollie Hulser, and David Wood

Attending for the Town of Auburn: Julie Jacobson and Dee Moschus

Meeting called to order at 6:02pm. Meeting was recorded by Auburn Cable TV.

Virtual Meeting Statement

As a preliminary matter, this is **Matthew A. Toth, Chair of the Auburn Public Library Board of Trustees**. Permit me to confirm that all members and persons anticipated on the agenda are present and can hear me.

Members, when I call your name, please respond in the affirmative.

Suzette Dowd

Nan Johnson

Jennifer Lee Shea

Paula Melican

Mary Katherine DeCoursey

APL Staff, when I call your name, please respond in the affirmative.

Jean Collins

David Wood

Mollie Hulser and

Cable TV Manager, Chris Hugo

Introduction to Remote Meeting:

Good evening. This Open Meeting of the **Auburn Public Library Board of Trustees** is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth given the outbreak of the novel coronavirus.

In order to mitigate the transmission of the virus and reduce risk of COVID-19 illness, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies are allowed and encouraged to participate remotely.

The Order, which you can find posted with agenda materials for this meeting allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

Ensuring public access does not ensure public participation unless such participation is required by law. This meeting will not feature public comment. Even if members of the public do not provide comment, participants are advised that people may be listening who do not provide comment, and those persons are not required to identify themselves.

For this meeting, **Auburn Public Library Board of Trustees** is convening by **GoToMeeting** as posted on the Town's Website identifying how the public may join.

Please note that this meeting is being recorded by Auburn Cable Television.

The public is encouraged to follow along using the posted agenda unless I/The Chair notes otherwise.

Meeting Business Ground Rules

We are now turning to the first item on the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

I/the Chair, will introduce each speaker/**item** on the agenda. After they conclude their remarks, the Chair will go down the line of Members, inviting each by name to provide any comment, questions, or motions. Please hold until your name is called. Further,

Please remember to speak clearly and in a way that helps generate accurate minutes

For any response, please wait until the Chair yields the floor to you, and state your name before speaking.

Minutes

Minutes from Jan and March were reviewed. Jean Collins expressed concern regarding Chair's statement in Jan's minutes. The Chair stated his statement was read at the meeting and the minutes reflect his words accurately. Motion for approval of Jan minutes was made by P. Melican and seconded S. Dowd. Minutes unanimously approved.

Motion for approval of March minutes was made by M. DeCoursey and seconded by S. Dowd. Minutes unanimously approved.

Strategic Planning Process

Final approval of the Auburn Public Library Strategic Plan 2021-2025

Discussion was had around the appendix including changes made per feedback from the Board of Trustees and the Town Manager for the final public document. Appendix files were trimmed and reordered. Concerns were expressed from the Board regarding removing all comments and feedback from the public plan. Concerns from Library Director were expressed keeping community survey data in public document. Town Manager and Counsel expressed their thoughts that appendix F could be removed from public plan yet remain in internal plan.

Motion was made by S. Dowd to approve Strategic Plan including appendix A-F and seconded by M. DeCoursey. Motion unanimously approved. Library Director expressed disagreement.

Chair will follow up with Sage Consulting to get final plans for submission to MBLC and Town Manager; coordinating final steps to complete the SP, MBLC Notification, and distribution of Tactics/Action Plan letter from BOT to Town Manager.

Town Counsel Dee Moschos, Town Manager Julie Jacobson

Role of the APL Board of Trustees regarding employees and collective bargaining was discussed; Town Manager noted that Union letters were shared with Board with permission of Union.

Role of BOT, Town Manager and Library Director were provided and reviewed.

Director's Report

Reviewed Director's Report.

Youth Survey

Postponed until the fall at earliest due to COVID-19

Trustee Questions/New Business

Friends: 501 (c) (3) Reinstatement Update & Library Director's request for Friends funding

Funds are being held to cover the cost of the 501 c3 reinstatement until further notice

Next Meetings

June 3, 2020 at 6pm.

Meeting adjourned at 8:09pm on motion by S. Dowd and seconded by N. Johnson.

Respectfully submitted by Jennifer Lee Shea

Approved 6-11-2020 Motion by M. DeCoursey, second J. Shea, unanimous

Next pages have the responsibilities of the Town Manager, Library Director and the APL Board of Trustees provided at the meeting by Town Counsel.

SUMMARY OF RESPONSIBILITIES
FOR
AUBURN PUBLIC LIBRARY

TOWN MANAGER RESPONSIBILITIES:

1. Appointing Authority for Library Director and Staff;
2. Collective Bargaining Agent of the Town for the Library collective bargaining unit;
3. Oversight of the operations of the Library.

Care and custody, including maintenance, of the Library building and facilities

SUMMARY OF RESPONSIBILITIES
FOR
AUBURN PUBLIC LIBRARY

LIBRARY DIRECTOR RESPONSIBILITIES:

1. Serves as the Library's Administrative Officer;
2. Directs the Library operations;
3. Prepares the Library annual budget;
4. Keeps the Board of Trustees informed on Library issues and activities;
5. Recommends to the Board of Trustees non-operational Library policies;
6. Reports to the Auburn Town Manager;
7. Supervises the Library staff.

SUMMARY OF RESPONSIBILITIES
FOR
AUBURN PUBLIC LIBRARY

BOARD OF TRUSTEE RESPONSIBILITIES:

1. Adopts Library policies regarding the use of the Library and providing services to the public;
2. Adopts Library Board procedures;
3. Promotes the interest of the Library with the Town and its citizens;
4. Analyzes and considers community Library needs;
5. Adopts the strategic plan for Library services for the community;
6. Supports and seeks adequate funding for the Library from the Town and the community;
7. Makes recommendations on the Library budget to the Auburn Town Manager;
8. Supports community efforts to raise funds for the Library.

