

**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES**

DATE: October 11, 2022 TIME: 6:45 p.m. PLACE: Lingos Trustee Room

PRESENT: Jocelyn Meek, Chairperson; Lisa O'Donnell, Vice Chair; Margaret Mone; Phyllis Ellis; Mattieu Delisme; Paul Engle, Library Director

ABSENT: Jorge Vega, Aminah Pilgrim & Joseph Policape

VISITORS: None

RECORDING: Mira Nunes, Admin Assistant

<u>TOPIC/AGENDA</u>	<u>FINDINGS/DISCUSSION</u>	<u>RECOMMENDATIONS/ACTIONS</u>	<u>FOLLOW-UP</u>
1. Acceptance of Minutes	Approval of minutes from May 10, 2022 as submitted.	Approval of minutes by Margaret Mone, second By Lisa O'Donnell; voted unanimous.	
2. Hearing of Visitors	none		
3. Chairman's Report	nothing to report		
4. Director's Report			
	<ul style="list-style-type: none">• Paperwork for roof proposal from MMT sent to Law Department, all proposals go through law department now<ul style="list-style-type: none">○ Money coming from \$700,000 appropriation from City Council via the City's Capital Projects Fund• Web Design \$16,000 plus annual fees		
5. Discussion of Long Weekends and Saturday closures			
	<ul style="list-style-type: none">• No Saturday closures for long weekends unless the holiday falls on that Saturday.• If Holiday falls on staff day off will reimburse staff per contract rules		

6. Proposal of new program form

- New staff members are not following correct processes for program form will help (ex collecting W9)
- Google forms format-Leaves paper trail for event
- Change conflict of interest portion (add specific example)
- Create an exit for after program complete
- Next steps after approval- create a procedure/ process manual
- Change comp time verbiage to “during scheduled hours”

Phyllis Ellis-motion to pass with changes, second by Margaret Mone, voted unanimous

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7. Permission for building closure, Oct. 11, 2022

Hold off for different date

8. Meeting Room Fees

- Keep meeting room fees
- Come up with assessment for when to charge or waive as we go at the Director’s discretion

Come up with Fee schedule at next meeting

9. Report Out: Philip Hasouris

- Will not be seeking a second term as Poet Laureate

10. Old Business

- Kennedy Presentation
 - Paul has reached out to Bridgette Plouffe again for permission to move forward with indoor plaque
 - Paul will find artist to design plaque
 - Aiming for Spring dedication with Plaque Ceremony

- Status of Branch Repairs
 - No money for branches waiting for Mayor
 - Does foundation have money?
 - Mayor wants to repair the outside
 - West has some structural issues
- Freshen up Lobby
 - Service desk
 - Elevator needs to be sanded and polished Margaret will call Terry
 - Bricks are coming up in pathway (not ADA compliant)

11. New Business

- Gala Dec 3, 2022 Will be semi-formal \$50/ticket
 - Post Save the date with changes
 - Send save the date with request letters
 - Update contact list
 - Meeting with Arnie next Thursday

12. Adjournment

Meeting Adjourned at 7:40 pm

Motion by Phyllis Ellis, second by Lisa O'Donnell;
voted unanimous.