

**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES**

DATE: October 10, 2023

TIME: 6:31 p.m.

PLACE: Lingos Trustee Room & Zoom

PRESENT: Jocelyn Meek, Chairperson; Lisa O'Donnell, Vice Chair; Phyllis Ellis & Paul Engle, Library Director
Zoom- Jorge Vega & Margaret Mone

ABSENT: Aminah Pilgrim; Joseph Policape & Matthieu Delisme
VISITORS: none

RECORDING: Sandra Reed- **Zoom**

TOPIC/AGENDA	FINDINGS/DISCUSSION	RECOMMENDATIONS/ACTIONS	FOLLOW-UP
1. Hearing of Visitors - none			
2. Acceptance of Minutes	Approval of minutes from September 5, 2023 as submitted.	Approval of minutes by Lisa O'Donnell, second by Margaret Mone; voted unanimous	
3. Chairman's Report	Jocelyn would like to ask parking authority to not ticket patrons in White Ave Lot A4 during duration of Roof project. Jocelyn will also follow up on White Avenue sidewalk as it is expected to be done by the End of paving season 2023. If this is not done the Trustees will each reach out to Jeff Thompson As this is the 3 rd year they have asked it to be repaired/repaved. According to Pat Hill we are on the list.	Motion to write letter by Phyllis Ellis, second by Lisa O'Donnell; voted unanimous Action: Jocelyn will write letter to Mayor & parking authority to request no fines	Follow Up: What are the next steps to make the issue more visible, if it does not get repaired this year?
4. Director's Report	Paul has started the 3-year commitment to OCLN. This year he will be Vice President, next year he will be President, then he will serve as Past President. Toshiba is now vendor for ink. Trying to move to Papercut software with them. The ultimate goal is to transition to them for our copiers, as well. Paul went to a Services Fair in Randolph and is looking to see if this is feasible to have in Brockton. It would have all the services the City provides in one program.		

TOPIC/AGENDA	FINDINGS/DISCUSSION	RECOMMENDATIONS/ACTIONS	FOLLOW-UP
--------------	---------------------	-------------------------	-----------

5. Roof Update

The project has started. It is taking up a lot of space.

As the roofers take a section off, they lay new section and seal it so no part is left undone each day.

Middle of the skylights will be exposed per their contract, but from the middle down would be sealed.

The process is currently unknown. Paul is waiting for MMT to give him a report after they are out to survey.

Ask Foundation to fix/pay for the ceiling in reference to be fixed

6. Update on flag donation letter

Trustee letter that Jocelyn wrote was mailed.

7. Trouble with SEIU 1199 following room policies

Mira is having numerous problems with this group. Not giving the application to Mira in time, late payments and not following time guidelines.

Put the issues in writing to the chapter president to outline and if they continue to not follow the rules, they will get a six-month suspension

8. Review of library organizational chart and current open positions

Currently no hiring freeze in Brockton

Some of the positions have to stay unfilled for a month per union contract then they will be advertised.

Having a hard time filling the delivery driver position

Children's Librarian job got posted today

9. Begin planning Director's Review

Lisa was wondering if the Trustees should use last year's questions? Everyone was hoping that the city would have their own review process would be in place, but the still have no review in place for staff. They will keep going with the format they have been using in previous years.

Lisa will send out once she sets up from Survey Monkey
This will be due to Lisa from all Trustees one week before the next Trustees meeting. (by election day)

TOPIC/AGENDA	FINDINGS/DISCUSSION	RECOMMENDATIONS/ACTIONS	FOLLOW-UP
--------------	---------------------	-------------------------	-----------

10. Old Business

Have the Trustees look into when their terms are up.

Lisa attended a Board & Commissions fair at the Main branch

Nothing solid yet in regard to a fundraiser for this year

Website looks great- continuously being developed

11. New Business-none

12. Executive session (as needed)

13. Adjournment

Meeting Adjourned at 7:21 pm

Motion by Phyllis Ellis, second by Margaret Mone;
voted unanimous.