

**BOARD OF LIBRARY TRUSTEES  
MEETING MINUTES**

DATE: January 9, 2024

TIME: 6:31 p.m.

PLACE: Lingos Trustee Room & Zoom

PRESENT: Jorge Vega, Vice Chair, Margaret Mone; Matthieu Delisme & Paul Engle, Library Director  
Zoom- Jocelyn Meek, Chairperson; Phyllis Ellis & Lisa ODonnell

ABSENT: Aminah Pilgrim, Joseph Policape;

VISITORS: none

RECORDING: Lisa ODonnell

TOPIC/AGENDA	FINDINGS/DISCUSSION	RECOMMENDATIONS/ACTIONS	FOLLOW-UP
1. Hearing of Visitors	none		
2. Acceptance of Minutes	Approval of minutes from December 12, 2023 as submitted.	Approval of minutes by Phyllis Ellis; second Margaret Mone, voted unanimous	
3. Chairman's Report	none		
4. Director's Report	full report attached		

The following topics (from the report) were discussed in detail with the group:

- a) Carpet cleaning is scheduled for Monday 1/15/24. They will be working from the top of the building down to the ground level.
- b) Lingos Room & 2 elevators need new flooring. Paul has started researching a few options and leaning towards options other than carpet. Paul will request samples and if possible bring them to the next board meeting.
- c) Technology - Paul has been working on new copiers, printers and fax machines that can be used for patrons. Paul has been partnering with CFO Clarkson and the COB legal team to review the contract/agreements) the agreement also includes a time management software.
- d) Lactation Room (for employees) and Lactation pods. The lactation room for employees is going to be in the tutoring room in Childrens Dept. This is a compliance requirement and should have been in place. Lactation pods are being reviewed for the public use and Paul is in discussion with COB legal, as the cost is high but they would be ADA compliant. In addition BPL has purchased a nook, which is designed to be a quiet study space concept.
- e) Strategic Planning Committee: TO DO: The group discussed bringing together a Strategic Planning Committee that would include: Staff, Board, Foundation and Public/Patron contribution. Paul was planning to work on it on 1/23/24 and share the draft/starting version to committee members. It was agreed the board does not support hiring an outside consultant (as done previously) but would prefer to reach out to MBLC for guidance, review. Paul is going to solicit names of folks who may be interested in working on the strategic plan. The new strategic Plan is due for 2025.
- f) February Board meeting - the board will review the current strategic plan to identify remaining items as well as using it as a tool to build goals for Paul for 2024.
- g) Library Foundation: It was discussed to invite Donna (Foundation President) to February Board Meeting for 2 opportunities: a) assist with funding for flooring in Lingos Room and b) Invite a member of the foundation to participate in the writing of the new strategic plan.
- h) Letter to Bill Hogan - Jocelyn offered to write a letter regarding removing his items out of the library space.

---

<u>TOPIC/AGENDA</u>	<u>FINDINGS/DISCUSSION</u>	<u>RECOMMENDATIONS/ACTIONS</u>	<u>FOLLOW-UP</u>
---------------------	----------------------------	--------------------------------	------------------

5. Policy review: Driscoll Gallery Art and meeting Room - see attached revised letter			
---	--	--	--

---

6. Old Business: Lisa reminded the group to consider moving the February Board meeting to the Dover St Gallery. Paul offered to reach out to Arnie to see if we could use space for our February meeting			
--	--	--	--

---

7. New Business: Phyllis wanted to advise the board members of the MLK Breakfast on 1/20/24 in Mansfield from 9:00-12:00.			
---	--	--	--

---

8. Executive session (as needed)			
----------------------------------	--	--	--

---

9. Adjournment	Meeting Adjourned at 7:25 pm	Motion by Margaret Mone, second by Jorge Vega; voted unanimous.	
----------------	------------------------------	--	--