

**BOARD OF LIBRARY TRUSTEES
MEETING MINUTES**

DATE: May 14, 2024

TIME: 6:31 p.m.

PLACE: Lingos Trustee Room & Zoom

PRESENT: Jocelyn Meek, Chairperson; Jorge Vega, Vice Chair; Margaret Mone & Paul Engle, Library Director

Zoom- Phyllis Ellis & Lisa O'Donnell

ABSENT: Matthieu Delisme; Joseph Policape & Aminah Pilgrim

VISITORS: Donna Frett, BLF President; Brenda Rodrigues; Richard Nagle & Jacquie Rose

RECORDING: Sandra Reed

TOPIC/AGENDA	FINDINGS/DISCUSSION	RECOMMENDATIONS/ACTIONS	FOLLOW-UP
1. Hearing of Visitors			

No hearing of visitors as Donna Frett is on the agenda (#5) see below

2. Acceptance of Minutes	Approval of minutes from March 12, 2024 as submitted.	Approval of minutes by Margaret Mone, second by Jorge Vega; voted unanimous	
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3. Chairman's Report - None

4. Director's Report - see attached

5. Invited: Donna Frett, President, Brockton Library Foundation

1) Thanks to Paul for the invite. This is Donna's second year as BLF President and loves what she does.

2) Foundation has a few issues with the program funding request forms currently being used by employees, Foundation is working on updating the form and informing staff of their desired protocol for requesting funds from the Foundation.

3) Donna has noticed an increase in request for funds but everyone has a cap and transparency is important to work together.

4) Jorge would like to reestablish a more strategic relation with the foundation. Build a Foundation strong enough so that when Administration changes we are solid

5) The Trustees wanted to let Donna and the Foundation know that we are looking to them for help subsidize programming with the budget cuts looming. Would like to plan for funding programming as a whole and not just with individual events. Programs for the library are essential now more than ever. Sole lighthouse because school/ COA are going to be severely cut.

6) Look for ways to highlight foundation involvement in programs and also try to get more volunteers.

7) The foundation would like to see program attendance numbers to set priorities of what should be paid for by them. A huge concern on their part is lack of acknowledgement of the foundation's contribution to programs funded by them. One suggestion to help with this was to have staff give out foundation info during the programs to make patrons more aware. Another was to have a sign saying "This program was made possible by the BLF, if you enjoyed the program please consider becoming a member or donating" – along with a donation jar

8) Donna always tries to be visible in the library and encourages staff to become members to have more of a voice-even though they can't vote or be on the board

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6. Review of work plan, establish Directors goals
Table the discussion until FY25 budget is clear

Put on Sept. agenda and pick committee

7. FY25 Budget Discussion

Budget: Paul was asked to cut the library budget by the Mayor. He made about \$200,000 in cuts but has not heard back from the Mayor for final information. If the Mayor does cut more the library may have to go to the MBLC for a waiver. The hope is that the Mayor will honor our certification requirements. If cuts are bad enough to shut down a branch it will have to be the West Branch. East branch is in a more populated area for residents. The West side population has cars etc where the East patrons are not the same demographics.

Paul was told the budget will go to press this week but it is Tuesday and he hasn't seen it yet. Once he sees it he will call all of the city councilors to explain and talk through.

It was suggested that Paul make bullet points and the Foundation will have members call the councilors too.

8. Old Business

Set Goals for Director
Strategic Plan (to align with Director Goals)
Budget restrictions are first priority but do not want to lose sight of goals

Put on Sept. agenda

9. New Business

Employee survey- ready to initiate? Discussion on if same questions be used as a benchmark.

Paul wants to wait until budget tensions levels even out
Add question- If you were here 2021-scale
How current relates and space for a narrative

Lisa will queue up -get it prepped

10. Executive session (as needed)

11. Adjournment

Meeting Adjourned at 7:16 pm

Motion by Margie Mone, second by Jorge Vega;
voted unanimous.