

**BOARD OF LIBRARY TRUSTEES  
MEETING MINUTES**

DATE: September 10, 2024

TIME: 6:35 p.m.

PLACE: Lingos Trustee Room & Zoom

PRESENT: Jocelyn Meek, Chairperson; Elaine Gatewood & Paul Engle, Library Director

Zoom- Phyllis Ellis; Margaret Mone; & Lisa O'Donnell

ABSENT: Jorge Vega, Vice Chair; Aminah Pilgrim Matthieu Delisme; Joseph Policape

VISITORS: none

RECORDING: Sandra Reed

<u>TOPIC/AGENDA</u>	<u>FINDINGS/DISCUSSION</u>	<u>RECOMMENDATIONS/ACTIONS</u>	<u>FOLLOW-UP</u>
<b>1. Hearing of Visitors - None</b>			
<b>2. Acceptance of Minutes</b>	Approval of minutes from June 11, 2024 as submitted.	Approval of minutes by Margaret Mone, second by Lisa O'Donnell; voted unanimous	
<b>3. Chairman's Report</b> – Sidewalk on White Avenue has been repaved. Jocelyn sent a thank you to Pat Hill and the Mayor. City could not do the brick walkway near White Avenue parking lot.			
<b>4. Director's Report</b> –			
1) Paul called a Mason for the brick walkway that the City could not pave, near parking lot. Foundation was originally responsible for putting it in, but Paul did not get a call back from them when he reached out. Mason found that there is no moisture barrier and both the bricks and the blue stone are crumbling. Mason will put a barrier in then finish and seal the project.			
2) Project currently working on is to fix the dumpster enclosure. Overgrown area and the fence is falling apart. The first step is to move the dumpster, next have a hazmat team clean inside the cleared enclosure and lastly deforest the area. Hawkeye fence will rebuild the enclosure after those steps have been taken. Hopefully project will be wrapped up this fall.			
3) Working on getting Papercut set up. Working with IT and OCLN to everything all on the OCLN servers.			
4) Kevin Nascimento is doing a great job positions posted, interviewed and filled. Currently working on the backfill.			
5) Full budget has been restored to what we had requested before budget cuts. Council order received and just waiting for Auditing to add into Munis before submitting ARIS. Big thank you to the Trustees for all advocacy done to make this happen			
<b>5. Strategic Plan</b>			
Paul would like to repurpose old plan to fit FY25. Last time we hired consultant last time and most of the writing ended up being done by staff. No need to hire one again.			
September 17, 2024 will be the kickoff meeting for those who want to volunteer for the committee.			
Lisa is ok with doing the survey again. Plan is to build strategic plan survey that does not include staff pulse questions.			
Staff pulse survey will be postponed until March 2025 Committee will be Lisa, Jocelyn, Margaret & Elaine			
<u>TOPIC/AGENDA</u>	<u>FINDINGS/DISCUSSION</u>	<u>RECOMMENDATIONS/ACTIONS</u>	<u>FOLLOW-UP</u>
<b>6. ARIS Financial</b> – Paul is waiting for Auditing to restore the budget in Munis, per council order. Once that is done he will send in the report. He has a call into MBLC to see what our options are in that is not done soon. They would most likely give us a waiver.			

---

**7. Partnership ideas with Director of Immigration Services**

Courtney Henderson – Director of Immigration services for the City of Brockton has a proposal for a drop-in clinic. She asked Paul for space for office hours. Thought of the Feinberg Room but it may be too small.

Trustees would like to invite Courtney to the next meeting to present ideas. Trustees want to make sure she is not duplicating services

Things to be talked about include- Will part of Courtney’s budget/compensation be allocated to the library? Also, make sure there is an understanding that any support will not be with our staff, just space.

---

**8. Staff appreciation lunch 9/24**

All libraries will be closed 12-2 on this day. Staff/Trustees will have some sort of ticket to identify who is allowed to receive lunch at the food truck. Food truck will be serving food from 12-1.

An anonymous donor will contribute a large portion of the payment. Trustees were all asked to contribute whatever they feel comfortable with.

It was pointed out by a Trustee that this food truck idea was not brought to the Board as a whole. There was no discussion of options for staff appreciation and it was acknowledged that this is entirely true and apologies were given. It was pointed out that the idea was brought up by a few of the Trustees who attended the funeral of Ricky Murphy and they just ran with it. It was unintentional to exclude all Trustees but with seeing the staff stretched thin and having such an emotional summer they had to do something.

---

**9. Old Business**

All programming is back to normal now that the budget is being restored.

Have had a few staffing issues at the branches, hopefully will be resolved now that vacation season is over and positions being filled.

Phyllis will have a poetry event at the main library 9/28/24 @2

Teddy Town is being brought back to the main library the day of the holiday parade in Nov. (Parade has not yet been approved by the DBA) Library will have events either way

Rescind closing of the West Branch

Motion to rescind the June 11, 2024 vote to close the West Branch  
By Phyllis Ellis, second by Margaret Mone; voted unanimous

---

10. New Business- none

---

11. Executive session (as needed)

---

12. Adjournment

Meeting Adjourned at 7:29 pm

Motion by Phyllis Ellis, second by Elaine Gatewood;  
voted unanimous.