

**BOARD OF LIBRARY TRUSTEES  
MEETING MINUTES**

DATE: September 9, 2025

TIME: 6:32 p.m.

PLACE: Zoom

ZOOM: Jorge Vega, Chairperson; Jocelyn Meek, Vice Chair; Margaret Mone; Phyllis Ellis; Lisa O'Donnell; Aminah Pilgrim;  
Elaine Gatewood (entered 6:53) & Kevin Nascimento, Assistant Library Director

ABSENT: Joseph Policape & Matthieu Delisme

VISITORS: none

RECORDING: Sandra Reed

<u>TOPIC/AGENDA</u>	<u>FINDINGS/DISCUSSION</u>	<u>RECOMMENDATIONS/ACTIONS</u>	<u>FOLLOW-UP</u>
1. <b>Hearing of Visitors:</b> none			
2. <b>Acceptance of Minutes:</b>	Approval of minutes from August 12, 2025		Approval of minutes by Margaret Mone, second by Jocelyn Meek; voted unanimous (Elaine not present for this vote)

3. **Chairperson's Report:** Jorge gave an update about the Library Budget/State Aid for FY 26 compliance. Restored funding for library was to be presented at the City Council Meeting last night 9/8/25. This will go to Finance on Sept 15 for a vote. Jorge is very confident that this will be passed. Two mayoral candidates will not want to upset constituents in an election year. Margie suggested some of the Trustees attend this Finance meeting to show support. Lisa will try to get the agenda to see the order, where the library falls during the meeting. Kevin also plans to be in attendance. Keeping up with attending Foundation meetings, Lisa would like to add this to the agenda every month to keep it fresh on everyone's mind. Mentioned that the Foundation meetings are the first Tuesday of the month in the Large Conference Room. Mira has them booked in there but they have not been providing her with a Meeting Room form so we are unsure if they are regularly having the meetings. Aminah went to the September meeting and plans on going to the October one, as well. She summarized the meeting for us. They discussed their budget and its in good standing. They are currently not organized enough for the Fall Booksale so they will do a Spring one.

**4. Director's Report:**

Aris Statistical report submitted. Financial report due in October. Hoping the finance committee will approve restoration of our funding to meet the requirements for State Aid.

Papercut/Toshiba is close to being deployed. Staff will be trained on the software first. LibCal will be deployed this week for Museum pass reservations.

Skylight at the Main branch was leaking. Roof has a 25-year warranty so the repairs are underway. Also, a piece of skylight in the Art Gallery was broken. This was sent out to be fixed. Dwyer's Glass will install the fixed piece.

Staff positions: We have had a lot of internal promoting. We are now on that backfill. There have also been requests made to the Mayors office and public properties for additional custodian staff. No approvals for this yet. This custodian would be solely for the library only.

Currently reviewing and updating the code Adam procedures. Coordination with the Brockton fire dept to schedule a drill at the Main branch ongoing.

Paul is attending weekly ORI virtual meetings

We have a new Poet Laureate and Youth Poet Laureate: Pauline Anderson and Adriana D'Haiti, respectively.

Kevin would like to look at all of the library policies and propose changes to them. Many are outdated. He will look at these before the next meeting and send along the suggested changes for next meeting.

Summer Reading program was a success this year with over 300 children participating.

**5. Update point 9 on Meeting Room policy:**

Currently states: For-profit groups may not charge admission, take up collections, or sell goods or services.

New proposed change: **Individuals and organizations may not charge admission, take up collections, or sell goods or services except with the written consent of the Library Director.**

Motion to approve the change by Aminah Pilgrim;  
second by Jocelyn Meek; voted unanimous

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**6. Replacement Card Fee Discussion:** Should a fee be charged for this? Currently it is our policy to charge \$1 for a replacement card, then \$1 extra for each subsequent card (1<sup>st</sup> lost card \$1, 2<sup>nd</sup> lost card \$2, 3<sup>rd</sup> lost card \$3 etc.) While this is the current policy, the staff have not been enforcing it. They believed that once we went fine free, this included the fees for lost cards. Paul feels like it should be free to replace but will defer to what the Trustees think. Kevin believes that having a card is a privilege and should be treated as such. Keeping track of your card is part of that. The discussion lead to Jorge asking about a QR code for library cards where everything nowadays is digital. There were pros and cons to this. Just making sure that we are keeping our patron's information safe. Kevin will explore ways to do this and get back to the Trustees.

**Table for next meeting**

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**7. Strategic Plan Survey:** All Trustees received an email with the survey. Paul did an email blast. Currently, we have received 16 digital responses and 13 handwritten ones. The deadline is September 25, 2025 and we will make it a point to post the survey at least once a week until then.

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**8. Old Business:** Lisa would like to thank Kevin for putting up the PDF file of the museum passes while waiting for the LibCal launch.

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**9. New Business:**

**Chairs in Trustees Room** – MHEC Conference on Thursday Sept 18, 2025. Sandy and Mira will be in attendance. They will look for options on chairs. They will also look for flooring and moving vendors for the West renovation project.

The Brockton Symphony is looking to have a Gala at the Main branch at the beginning of next year. Phyllis proposed to have the meeting room fee waived for the event.

Motion to waive by Jocelyn Meek  
Second by Margaret Mone; all voted yes except  
Phyllis who abstained from this vote

As of October 25, 2025 Massachusetts, mandates that compensation must be on job postings. Lisa took a look on the HR website and it looks like they are currently doing that, in preparation. While on the HR site, she noticed that there are currently no job postings for any library positions.

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**10. Executive session (as needed)**

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**11. Adjournment**

Meeting Adjourned at 7:24 pm

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