

Bristol Library Board of Trustees Meeting, May 11, 2021, 7:00 p.m.
Meeting to be held at the library.

Agenda

Call to Order: meeting was called to order at 7:08 pm with the following in attendance by person: Ann Rogers Lane, President; Mary Jane Stoltz, Financial Officer; Sally Healy Frank, Vice President; Mimi Litsche, Secretary; Mike Osier, Nikki Lund, Rebecca Keough, Trustees at Large; and Kim Petrino, Library Manager via Zoom Link.

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Public Comment Time Allotment: There were no public comments made.

President's Comments: There were no comments from the President.

Secretary's Report: M. J. Stoltz moved to accept the amended April Meeting Minutes, and R. Keough seconded. Motion carried unanimously.

Manager's Monthly Report & Statistics (Kimberlee Petrino):

Sent 5/8/2021, and reviewed by the board with no comments except that Kim is doing a good job. Kim is moving the Wildlife Rock Star program for all ages on to the 26th of June from 11:00 AM to noon.

Committee Reports

Finance Committee (Mary Jane Stoltz): May reports. (Sent 5/8): Mary Jane made one comment that the bills are paid, but not yet ready for approval. The town still has to approve the money for the Library and Rebecca stated they may have done so at their meeting, Monday, May 17th. She also reported we did get the second Payment Protection funds. M. Litsche moved to accept the finance reports and S. Healy Frank seconded and the motion passed unanimously. R. Keough, A. Rogers Lane, and S. Healy Frank will sign the bills for this month.

Volunteer Committee: will be dormant for a few months while we re-structure the function and make-up of the committee. Lynn Cronise left a thoughtful path forward.

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Grant Committee: Rebecca provided a very thorough update (sent 5/9) of available grants and where applications are viable for this year. The Story Walk Grant was denied for this year, but we have learned a lot about what the granting organization is looking for and will try again next year. The Mary Clark Thompson Grant will address multiple healthy community topics that rotate monthly, but with several programs for various age groups offered. Grant money will include funds for technical equipment as needed. The Board shared there is a host of video equipment in the cabinet that should be checked out for usefulness before we access new instruments. We will need to schedule these events at least 3 months in advance. R. Keough has searched the National Endowment for the Humanities in an effort to assess the grant environment for use in the future.

Operations Committee:

Annual Report – There were no comments: Motion made by R. Keough and seconded by S. Healy Frank and passed unanimously.

Community Welcome Packets—will be library focused since there is no way to keep up with the business environment while scaling to distribute. Some things to put in the packet: application for a library card; 3-fold annual pamphlet updated for this year; link for the website and Facebook; description of standing clubs and programs; volunteer opportunities with the purpose of developing a list of volunteers needed to help us with specific tasks. Ann shared some thoughts here: someone who might do a Library Storytime 1 x; someone experienced in Web Design as we need an upgrade; someone for landscaping 2x per year; a “Web Sales team” to go into the Library shed and review what we have in there that is valuable enough to sell online. If we can’t get volunteers for some of these activities, we need to think about putting these activities into the budget as line items because we need these functions done.

On the Website now: We need to advertise for a committee of citizens to work on the 5-year plan.

Executive session: (Library Manager applicant.) Moved to open at 7:31pm by MJ Stoltz and seconded by N. Lund with unanimous vote, and moved to close the session by MJ Stoltz and seconded by N. Lund at 7:38pm.

Assistant Library Manager: Danielle McCracken has applied for the position. Motion was made by S. Healy Frank to accept the application for an Assistant Library Manager position and R. Keough seconded the motion. The matter carried unanimously.

Policy Committee:

Mimi Litsche gave a verbal report indicating the three policies are in development besides the ones needing passage here today. They are: policy on volunteers; policy on Whistleblowers and an Amended policy from October 2020 on Personnel.

Policies and procedures to approve:

Board of Trustees Practice - as amended: MJ Stoltz moved, R. Keough seconded and the measure passed

Computer and Internet Usage – procedure, policy M. Litsche moved and S. Healy Frank seconded and the measure passed

ADA - procedure, policy – Tabled until the next meeting for further discussion as to steps in the procedure for complaints.

Non-Harassment – procedure, policy & forms: Moved by MJ Stoltz and seconded by S. Healy Frank and the measure passed as corrected with one abstention, but will need amendment at next meeting regarding the issue about interns.

Patron Complaint - procedure, policy Moved by M. Litsche and seconded by MJ Stoltz and the measure passed.

Signatory pages: BOT Conflict of Interest and Code of Ethics – MJ Stoltz moved, B. Keough seconded and the measure passed.

Fundraising Committee:

Chicken BBQ – There was no disapproval for this function when it was distributed via email for consideration whether we want to do this. The

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Board was in agreement. We will see if we can get a Sunday Date as Saturdays are already gone, and Gale-Wyn suggested that we do it at Toomey's on Routes 5 and 20 as we will get greater exposure. Bristol United Church did one there and was sold out before 1 pm. We will finalize the contract with Gale-Wyn.

Municipal Committee: Is in dormancy at this time.

Communications Committee: Sally reported she has been working on organization and needs to get with Kim to see what she can offer in the way of website needs. And then she will speak with Sue, our Webmaster, to go over the implementation. We will want to re-organize and re-name the tabs on the website for starters.

Related to the Board communications, we should strive to improve email headings and start new emails as the topic changes. This will eliminate the confusion of having many things interwoven in one email thread. It was suggested all email subject lines start with "Library" to making searches easier.

Old Business:

Survey questions – Draft has been presented for our review and virtually every possible program seems to be listed in this survey. The question was raised regarding the possibility that recipients might think that we actually HAVE all of those programs. The suggestion was made to include a disclaimer regarding this fact.

Distribution methods were discussed, and a variety of sites locally was suggested including the library, the town hall, Dandy's, and maybe up at Toomey's Corners store if they would agree. And of course, we need it on the website if possible. M. Osier and N. Lund agreed to try and work up a Survey Monkey program that could be used as well. We could use the Facebook link too, but, in any case, we need to roll this out by the end of May.

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New Business:

Upcoming Vacations: If you know that you will be on Vacation for a Board meeting, you will need to let the President know ahead for quorum purposes.

June 8th meeting: this date is a problem since both A. Rogers Lane and S. Healy Frank will be out of town. It is allowed to move the Board meeting if all board members agree on the date and June 15th was proposed with no objections. The change will be posted physically on the library bulletin Board, but also on Facebook and the webpage so that the community is informed.

Adjournment: Motion to adjourn was made by M.J. Stoltz and seconded by S. Healy Frank and carried unanimously.