

Bristol Library Board of Trustees Meeting Minutes
April 13, 2021, 7:00 p.m.

<https://us04web.zoom.us/j/74351352377?pwd=dStGem5QQmJEdGFaRXRsb3psVDdvQT09>

Board of Trustees Minutes

Call to Order: At 7:03 pm with the following present: Ann Rogers Lane, President, Mary Jane Stoltz, Financial Officer; Mimi Litsche, Secretary; Trustees, Michael Osier; Rebecca Keough, Lynn Cronise and Manager Kim Petrino. Absent/Excused: Sally Healy Frank.

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Public Comment Time Allotment:

Guest: Nikki Lund with us again this week. No other public has come forth.

President's Comments

Outline 3 main objectives for 2021:

- Improve web site and expand social media presence
- Identify who is in our community and their needs
- Define and document responsibilities of Board and library operations

The president asked for any additional comments and input into these objectives for the year and there were no other comments. All agreed that these objects would provide a good foundation for our work going forward in the coming year.

Secretary's Report: March Meeting Minutes had no comments from the board and MJ Stoltz moved to accept the minutes, R. Keough seconded, and they passed unanimously.

Manager's Monthly Report & Statistics (Kimberlee Petrino): Trustees reviewed the report before the meeting this evening and commented on the presentation of the statistics which showed that although our patron counts were down about 30 per cent from last year. The reduced patron counts are understandable from the viewpoint of the issues through the year, the patron participation continues to climb month to month. Kim also presented data on Facebook likes and the question was raised about possibilities of comparing the 'likes' from this year against those from last year as this information would be very pertinent to Objective #1 above.

Committee Reports

Finance Committee (Mary Jane Stoltz):

March reports. (*Sent 4/9*): There were no comments on the report from the board; M. Litsche moved to accept the report, L. Cronise seconded and the report carried unanimously.

Volunteer Committee: Lynn Cronise

Next Board Meeting: Tuesday, May 11, 2021, 7 p.m. via Zoom

Trustees had a chance to review the good research Lynn has done on what other libraries are doing in their volunteer groups with particular attention to volunteers in the programming functions of the library function. Lynn has provided an extensive e-mail of her findings and believes that there is a way to align these findings with the proposed programming inherent with the Mary Clark Thompson Grant that we are seeking. She will continue to work on this committee and is pleased to hear that our former manager, Jessica Masci will also take an active role in the group.

Grant Committee: Rebecca Keough

Rebecca provided an overview of the grant proposal and her vision of what we could do for programming around the core of the grant if we received same. She indicated that the grant application was due in two days and although it will be a scramble for sure—she will get it done. She asked the board members for their affiliations for inclusion with the grant application. She stated that we will know if we received the grant by the end of May, and if we are not successful this year, we can try again for next year as this grant is offered annually.

Operations Committee: Ann Rogers Lane

The board reviewed the report from the operations committee which included an exit interview from our former library manager, Jessica Masci that offered insights into needs the library has around training for new library managers and more clearly defined roles, responsibilities, and line of communication between board leadership and the management. These findings will have a direct bearing on Objective #3 above. Ann also shared that the library has to make it easier for people to donate to our library by getting a Pay-Pal account which is a nominal cost but is so ubiquitous now in payment plans that it has become a necessity. Lynn Cronise shared that this was a finding in her research as well. Ann will pursue the process necessary to initiate the account.

Policy Committee: Mimi Litsche

Policies and procedures to approve:

Patron Complaints: Rebecca pointed out some areas that still needed clarification regarding a process to inform the patron of the process the complaint would initiate as well as the potential time frames for action so the patron does not think that the complaint might be taken seriously. Additionally, there is some language needed around what constitutes an illegal act that might realistically trigger a complaint. MJ Stoltz offered some wording that might be used to clarify. Ann R Lane suggested Rebecca and Mary Jane e-mail the suggestions to the chair of the policy committee to be taken up and resolved.

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BOT Practice Policy and Procedure was reviewed by board. Rebecca moved to accept, Mary Jane seconded, and the documents were approved unanimously.

Computer and Internet Usage: Reviewed by the board and one typo was noted where 'date' should be read as 'data. Mimi moved to accept the Policy and procedure with the correction as noted and it was seconded by Mary Jane and carried unanimously.

Signatory pages: BOT Conflict of Interest and Code of Ethics: The board reviewed these documents and comments were made around the guideline regarding the process of destroying the signature pages of these documents when the Board member's term is up. Many of our other documents and records must be retained for a certain length of time. Would not these documents also fall under those rules? Mary Jane offered to research this issue further before we put them into practice.

Fundraising Committee: (Acting- Sally Healy Frank, Ann Rogers Lane)

Ann presented for Sally and indicated we might consider doing a chicken BBQ , perhaps hosted by Gale Wyn or King's catering (both are Bristol owners) for the community as a drive-through event with pre-registration. We could do this at a time that does not conflict with the Fire Hall BBQ later in the year. It would partially replace what we lost from not having Fun Day this year.

Municipal Committee:

The president announced that the board will let this committee go dormant at this time. We do not have the bandwidth or the personnel to pursue this at this time and it is going to be a 2-3-year process for sure.

Communications Committee: Sally Healy Frank:

Ann presented for Sally indicating there would be a meeting with the library manager, the webmaster, Sue, Sally and Ann together to discuss how we can better enhance our web and social media presence.

Old Business: *Business not covered in Committee Reports*

Survey questions: We now have our five survey questions to go out to the community and is looking for some volunteers to help with the design. Mary Jane and Rebecca agreed to help. It will be primarily digital but hard copies will also be put out into strategic areas such as the town hall and the fire hall. We will launch the survey as soon as possible and will include some advertisement on the 'I Love Bristol' Site.

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Community Welcome Packets: The welcome packets were again discussed, and it was agreed that these should be primarily library centric and not local business driven since keeping track of business climate and solvency can be an overwhelming task.

New Business: *New topics/initiatives. May be assigned to appropriate committee.*

Discussion - When can in-person Board Meetings resume? The board felt ready to return to in person meetings at the Library if we can continue some social distancing and masking as appropriate. Question was raised by Mary Jane about having the library open to the memoir writing groups that meet on Monday and Tuesday. Ann reminded the board that the library would have to have staff or board member to open and or close the library if these groups were there. Mary Jane will check with Sally Healy Frank and the group leader to see if this is feasible for them.

Lynn Cronise resignation: It is with great sadness that the board receives the resignation of Lynn Cronise but will wish her well. This meeting today will be her last, and Lynn indicated she is not leaving the library but will continue the volunteer committee as a member. She will miss the Board members.

Executive Session was called at 8:03.

Return to regular session at 8:39. Mary Jane Stoltz then moved to accept the resignation of Lynn Cronise from the board and was seconded by Mimi Litsche and was carried by the board.

The board returned to regular session and Mary Jane Stoltz moved to accept Nikki Lund as a new board member, with Rebecca seconding the move, and the candidate was unanimously approved by the board members.

The board looks forward to reviewing a resume from the Library Assistant Manager applicant, Danielle McCracken, at our next meeting.

Adjournment: It was moved to adjourn by Mimi Litsche, seconded by Rebecca and carried unanimously. The next meeting will be in person with appropriate PPE at the Library on May 11, 2021 at 7:00 pm.

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