**Library Board Minutes**

**04/11/2023**

**Call to Order**:  7:06pm

**Roll Call:** Ann Rogers Lane, Sally Healy Frank, Mary Jane Stoltz, Rebecca Keough, Nick Cohen, Nikki Lund, Piety Exley

**Public Comment Time Allotment:**None required

**Secretary’s Report:**

Draft of the February Minutes sent on 3/30/2023. Mary Jane noted that the tree person’s name is Eric Kotlik. Nick Cohen advised that it should be “memoir Writing Groups”.

Mary Jane motioned that these changes be made in the minutes, Sally seconded, all agreed.

**Director’s Monthly Report & Statistics (see attached):**

The Director’s Report was emailed to the Board prior to the meeting.

Although Story Time is not well attended, the willingness of the library staff to do crafts and stories with any children coming in has increased attendance.

The sketching programming is being temporarily cancelled and games night will not be held for the first week in June. Music & puzzles has been paused, although it was suggested it could be done outside now the weather is better.

Weavers’ Guild has a meeting in June and then they pause until September.

The South Hill event with Ron Goodman was very well attended, and patrons asked if it is possible to do a similar event for other neighborhoods.

The Summer Reading program will take place on Mondays, Tuesdays and Saturdays from 6/26/23, opening with an ice cream social. The program finishes on 8/5/23. The Director is looking for ideas for gift baskets for the various age groups. She does not wish to put gift cards in the baskets as in previous years since this, apparently, promotes some ‘shenanigans’.

The culvert has arrived and may be installed as early as next week.

The book shed is being sorted out.

T-shirt sales have been good. Lisa Moor was mentioned for her kind donation of the t-shirts.

New employee, Ellen Laurenza, has started work at the library. Motion by Nikki was made to accept her as a new employee, seconded by Rebecca, all approved.

Bottle drive status is going well – the shed is emptied weekly and is often full!

**Committee Reports**

**Finance Committee:** Mary Jane Stoltz

The reports had been emailed to the Board. Sally motioned for approved, seconded by Mary Jane, approved with one abstention.

Monthly bills were approved by Sally and Rebecca.

**5-Year Plan Committee:** Lisa Moore

Review of the 2017- 2022 5-year plan.

Nick had some pertinent comments, including some grammatical errors and he will send them in:

* In the History section, page 2, Nick suggested removing the number of people and replacing the sentence with “The Library provides service to multiple communities …”. This would also require deleting the footnote regarding the population.
* In the part describing items the Library carries, “everything in between” should be redefined and include “fiction”.
* COVID, and its effect on the Library, should be mentioned.
* Use “collaboration” instead of “partnership”.
* In “Value-Based Goals” insert “to create opportunities and expand horizons”.
* Nick questioned the “data driven approach”.
* Under “Actions” change to read “… offer programs that celebrate our communities and meet their needs and expectations”.
* Also under “Actions”, “Increased Bristol Library’s local and regional print publications to raise …”
* Under “Goals” it states that Bristol Library is an organization, in the second goal change to “… developing K-12 age reading”. Omit “supported efforts in closing achievement gaps”
* Should read “curricula” vs "curriculum”.
* Add the url for Books by Mail.

Ann asked that the Board also review the previous 5-Year Plan to discuss at the next Board Meeting and also to review the 2023-2028 Plan (with changes) prior to the next Board Meeting.

**Grant Committee:** Rebecca Keough

Causewave results were tabled until the next Meeting.

ONYA Grant: This will allow twelve female speakers to bring a broad range of women in our community to talk to the community. A gift bag will be given to each speaker, perhaps pertinent to their area of expertise. Suggestions of the various type of women were made: a farmer, a home-schooler, an artist, a medical professional, an entrepreneur, a legal professional, and non-traditional careers.

Construction Grant: Nick advised that the deadline for intent to apply is 5/25/23. The Library has to demonstrate that they have 25% of the cost. Mary Jane advised that this was possible. Ann mentioned that the believes we should no apply for this grant while we are working on the Causewave Grant. Nick mentioned that he will ask Brian Malotte for a quote on replacing the roof and if replacement is necessary.

**Operations Committee:** Ann Rogers Lane

The pine trees by the Library will be removed by the town once the ground is drier.

**Fundraising Committee:** Board

Upcoming events: Ann advised that Mimi (previous Board Member) will volunteer. Also that Kim Stressing will supply veggie burgers and a separate grill to cook them on.

Chicken BBQ – 6/25/23 at Runnings.

High tea – 7/30/23 at Lisa’s home. Status of wait staff volunteers is unknown at this time.

Bristol Day – 6/11/23 - Rocketeers, Food stand, books sale. Ann is to ask Ron Goodman if he could help/take part in this event.

Ann asked the Board to consider late summer events/projects.

**Policy Committee:** Mary Jane Stoltz and Piety Exley

Status of changing policy file names. This item was tabled until the next meeting.

The Disaster Plan will be reviewed at the next meeting.

**Personnel**:

The Personnel Handbook developed by HR Works is still in progress. Further discussion on this item was tabled.

Piety’s 6-month review is upcoming. The Board was asked to review the Director Appraisal Form as used before and to let Ann know of our approval/suggestions.

**Board Communications Committee:** Sally Healy Frank

No input.

**New Business**

The next Board Meeting date was changed due to a quorum not being available on 5/9/23.

**Adjournment**

The meeting was adjourned at 9:30pm.

Next Board Meeting to be held May 16, 2023.