

RANDALL LIBRARY TRUSTEES MEETING

December 6, 2022

Randall Library

Attendees: Marcy Eckel, Andy Riecker, Morgan Hellman, Barbie Wolfenden, Rachael Flaherty, Maureen Bush

Also in attendance:

Library Director: Tina McAndrew

Public: Tim Reed, Linda Hathaway

Call to Order 6:31 PM

1. Public Comments –

- Tim Reed commented that the cyber link to the meeting did not work and should be looked at; also, that the Second Century Fund donates \$1600 for materials and to cover unbudgeted ideas that come up during the year. There is a specific request for a story walk in the town park which Tim will take to the Fund group. Thank you to Tim from the trustees.
- Linda Hathaway expressed her belief that the no town building shall have a neon sign, according to town bylaws.

2. Review and Approval of Previous Minutes

- Morgan moved, Maureen seconded to approve amended minutes; the motion was carried unanimously.

3. Chair's Report (Andy)

- Andy asked for discussion on archival system for trustee emails. Discussion ensued. The decision was deferred until the next month's meeting.
- Andy resigned as Chair; Maureen will step in. Zoom meeting to be posted for a vote on the new positions next week. Trustees to send votes on new Chair and Treasurer positions to Barbie for compilation and report.

4. Treasurer's Report (Maureen)

Trust stands at \$728,875.97, a \$35K increase over last month.

5. Director's Report (Tina)

- The Building Committee has not met; probably is waiting for the Design Lab Committee to meet.
- Tina prepared the annual Budget to be reviewed and approved by the trustees.
- Staff position occupied by Jackie Dooley has been extended indefinitely at least until building project gets underway.
- Jael and Tina attended the New England Library Associations' annual conference in Manchester, NH. Our library has become a member of the Association of Small and Rural Libraries.
- Take-and-make kits were distributed to the adults. Total of 110 kits.
- Library purchased Assabet Interactive, a software that allows for ease of access via internet to the Library of Things, museum passes and scheduling. Tina joined the Mass Library Association Executive Committee and Admin Board for which she is now secretary.

- These and other accomplishments, along with her Priority List were also in the report she submitted to the trustees in advance of her annual review.

6. **Old Business:**

- a. Barbie moved, Morgan seconded, motion to add trustee calendar to controlled documents.
- b. Annual check in with the town officials will happen when Denise attends our meeting in March. Morgan will send trustees' questions to pass onto Denise before the meeting.
- c. Lighted sign for front of library issue is moot. We will wait until the new year to discuss the feasibility of having one on the large outside wall, visible to traffic. Barbie will research possibilities to fold the issue into the new construction design, once done.
- d. New policies were unanimously passed; Barbie moved, Morgan seconded in two separate votes. 1) When a holiday falls on a Monday, the library will close on Saturday; and 2) Randall will close in the event there are not at least two staff people available –
- e. Strategic Planning – Tina presented the case to use a consultant to prepare this document. Various possibilities were offered by trustees as to covering the \$7750 cost, such as receiving state aid.
- f. Planning giving for the Trust – Discussion was held as to our role, with one idea that we only enlist Friends' help in planning one very large event. An alternate idea was also presented that small fund raisers are also valid, especially with a professional fund-raiser on the board (our own Marcie).
- g. Library portraits in storage. This has been an ongoing issue merely to identify what is in Pompo storage at the moment. Decision was made to defer work until the holidays are over. Regarding the portrait of John Randall, Morgan and Barbie plan to take the portrait to a qualified framer/restorer in Framingham in the new year. Linda Hathaway also suggested we check into Northeast Conservation services and will send Barbie the link.
- h. Community communications update: Marcie sees no need to liaise with Hale at this time; Barbie wrote another piece for the *Stow Independent*; Maura will let us know if the Cultural Council will be having a poetry slam in which we could participate in some way.
- i. PR Working Group – Maura was absent.
- j. Fundraising Working Group – Marcie contacted Weco food delivery service that will use a designated list of people consisting of library supporters in order to make an offer if they use their service. The library will receive 15% of their profits.
- k. Monthly "What's Our Role in the Renovation?" There was a short discussion that showed the trustees are comfortable with Tina representing us, along with Friends and other trustees, on the Design Committee.

7. **New Business**

- a. Donor naming/donor honoring policy was discussed, i.e. how much money does someone need to donate to the new library to get their name on a plaque? Trustees would like to coordinate this issue with the Revitalize Committee and

potentially other appropriate representatives as to conditions of recognizing donors by monetary gift size and other measurements. Andy will have a talk with Lisa Lavina, member of that group.

- b. Fiscal discussion on transfers and donors. If Tina receives a donation with conditions, she will ascertain the specific fund into which the money should be deposited. The trustees also discussed the recurring issue of taking approved funds from the trust to keep to the budget. We voted to transfer \$10,000 to Tina to cover materials, \$5,000 of which is for the previously-approved donation to the PR group for the building project. There ensued discussion as to proper role of Treasurer in dealing with financial issues vis a vis the town as reflected in state documents. Also is there a “buffer” relationship between Tina and the town and is the board doing enough to help Tina? Resolved that there is no need to change our current processes, where Tina continues to be our liaison with the town manager and other officials as is required, and that if she needs support, she will ask for it.

- c. Our Role in the Renovation? Very little discussion.

8. Adjournment: 9:08 p.m.

Respectfully submitted,
Barbie Wolfenden, secretary