**Randall Library Trustees**

**Meeting Minutes November 12, 2020 via Zoom**

Present: Maureen Busch, Marcy Eckel, Laura Reiner, Carol Stoltz

Joining later: 7:07 p.m. Kathy O’Brien, Marianne Sharin;

7:09 Barbie Wolfenden, Tina McAndrew (Director)

Public: Kathleen Pavelchek, Tim Reed

Documents:

Director’s Report

RFP/ Appendix B

Investment Policy and responses to questions from Bartholomew

Draft Budget/ Marketing and Programming Librarian Job Description

Trustees By-Laws

Draft Library Funding Sources

The meeting was called to order at 7:02 pm. Maureen moved and Marcy seconded a motion to accept the minutes of October 1, 2020. The vote was 4-0 in favor. (Other Trustees had difficulty with the Zoom link and so came a bit later.)

**Treasurer’s Report**

Maureen reported that $10,000 was transferred from the trust to the checking account. Direct deposit is going to be set up from Bartholomew to Fidelity Bank.

**Director’s Report**

Visits to our online resources has increased over the last year. Circulation has decreased which is not surprising given that the Library is not open for browsing and was closed completely for 13 weeks. On average for FY 2019 circulation was 1190/week and adjusting for weeks open in FY2020 circulation was 1133/week.

The Trustees asked for statistics on program attendance in the future. Tina reported that the Gardening and Trivia programs were very well attended.

**Building Committee**

The Building Committee reviewed the RFP and had questions about the tight timing of the delivery dates. The timeline needs to be updated. Tina will talk with Denise about the likelihood of presenting the plans to the Town in the fall of 2021 or spring of 2022. There was a question about who makes the final decision on the accepted plans. We agreed that expansion should be prominently mentioned and Barbie suggested that innovation be emphasized. Marcy suggested that the Trustees give the Building Committee a Vision Statement to guide the renovation project. Trustees were encouraged to send program and services ideas to Tina to be ready for an additional Trustees meeting in 2 weeks to talk about a Vision for the Library and to link that and program and service ideas to Appendix B’s physical needs. Laura will establish the date for this meeting after she gets Trustees’ input. Marcy and Tina will look at other towns’ renovation projects. We will discuss the RFP and Appendix B at the next meeting.

**Investment Policy Statement**

There were still reservations about Equity and Alternative Investments. There was general consensus that we would keep the language as is for these sections and review again when we meet with Bartholomew in 6 or 12 months. Maureen suggested that we add a statement at the beginning of the policy “as fiduciaries of this trust the Randall Library Trustees. . .” Barbie moved and Marianne seconded a motion to adopt the Investment Policy Statement for Bartholomew as amended. The vote was 7-0 in favor. Maureen will prepare the amended policy and she and Laura will sign it.

**Marketing and Programming Librarian/ Draft Budget**

Tina shared her proposed budget which includes significant increases due to the addition of a part-time programming and marketing position to increase our adult programming and to communicate our general services to the Town – especially during this COVID crisis. Alerting the Town about what the Library does will also serve to gain support for eventual construction needs.

Secondly, Tina is asking that the full materials budget be covered by the Town. Compared to other towns, the Library has been underfunded for years.

Tina has already bought 4 computers. Ron Eld has told her he included these in his budget. Hopefully that is the case.

Tina will meet with Denise with this draft budget. The Trustees need to approve a budget in December.

**Trustees’ by-laws**

One important oversight that arose in looking over the by-laws is that Tina does not have a contract! This will be discussed with Denise. Tina also suggested that we need to update our Collections Policy. We had a lengthy discussion about the existing By-Laws. Maureen will make the various changes that were discussed and we will review at the next meeting.

**Performance Review**

Laura will check with Denise about how to best execute a 360 review.

**Library Funding Sources**

This discussion was deferred to our next meeting since the hour was late**.**

**Public Comment**

Kathleen expressed her enthusiasm for the draft budget’s support for programming.

Barbie moved and Kathy seconded a motion to adjourn at 9:22. The vote was 7-0 in favor.

Next meeting December 3, 2020.

Respectfully submitted

Carol Stoltz