

Randall Library Trustees

Meeting December 3, 2020 via Zoom

Present: Maureen Busch, Marcy Eckel, Kathy O'Brien, Laura Reiner, Marianne Sharin, Carol Stoltz, Barbie Wolfenden

Tina McAndrew (Director)

Public: Tim Reed, Kat Copeland

Documents:

- Procedure for Director's annual performance review

- Director's Report

- Building Committee RFP, Appendix B and timeline

- Budget FY22

- Budget letters to Town Administrator

- Assistant Librarian job Description

- Library Funding Sources and General History

The meeting was called to order at 7:00. Barbie moved and Marianne seconded a motion to accept the minutes of Nov. 12, 2020 as amended. The vote was 7-0 in favor.

Chair's Report

Laura presented an evaluation form to be used for Tina's Performance Review. Trustees were asked to fill it out by Dec. 17. Laura will then aggregate the results and discuss with the Director before presenting at our public January meeting. Laura is also working on a contract for Tina with the Town Administrator, Denise.

Director's Report

Tina has sent letters to the Second Century Fund and the Hale Fund to request donations. She has applied for an Access for All Grant through the MBLC with particular emphasis on outreach to seniors, a grant for the One Book, One Town Program, and received a grant from Avidia Bank for 3 hotspots. The Trivia program was a great success and will be repeated. Rosemary, the Library page, is retiring and Tina is looking for another volunteer for this position. It was suggested that students looking for community service hours might be interested. Marianne will work on getting a Commendation from the Town for Rosemary's long term contribution.

Marianne suggested that in reporting programming statistics, Tina include the target audience for each activity.

Treasurer's Report

The Investment Policy with Bartholomew has been signed and is now official. Maureen reported that our Trust Fund is doing very well. The year-end report will be coming up soon.

Building Committee

As it stands now, the understanding is that the Building Committee will select 3 applicants from the larger pool of design firm applications and Denise will pick the finalist. There was much discussion about this and a request for clarification. Marcy felt that they should have more involvement in the process. Tina will check with Denise as to her understanding of the process.

It was suggested the Appendix B needs list not limit the design to the current footprint. In addition, Trustees would like to add their brief vision of the renovated library.

Communications working group

This group is working on a Mission Statement as well as ideas for moving forward. Their intention is to make connections with our community to communicate the value of the Library and get feedback about what the Town would like from the Library. We will get an update at the next meeting.

Budget

There have been some changes in the budget since we reviewed it at the last meeting. Staff changes would include moving Jael to the Assistant Librarian position. A new Reference/Outreach Librarian position would then be added to cover adult programming. The budget for heating and electricity has been increased while the repair line has been decreased. Tina will check with Denise as to how to handle the budget for computers. Does this fall under Ron Eld's IT budget? Barbie moved and Marcy seconded a motion to accept the budget as presented. The vote was 7-0 in favor.

Review of Bylaws

On the second reading of the Trustees Bylaws two small changes were made. Barbie moved and Kathy then seconded a motion to accept the Bylaws as amended. The vote was 7-0 in favor. The revised Bylaws will be posted on our website.

Library Funding Sources and Expanded History

These documents were reviewed. Barbie and Kathleen Pavelcheck were thanked for pulling this information together.

Vision for the Library

A wide ranging discussion of our vision included mention of 1) the need for the structure to allow patrons to move easily from place to place within logical functional areas with doors as needed 2) a welcoming atmosphere, 3) flexibility of space and furnishings. It was agreed that a more current needs survey from townsfolk would be helpful as well as growth projections for Stow. It was decided that we would have a meeting specifically aimed at creating a Vision on December 17. Trustees were asked to send ideas to Marcy who would then prepare a statement for discussion.

Marianne moved and Kathy seconded a motion to adjourn at 9:25. The vote was 7-0 in favor.

Respectfully submitted,

Carol Stoltz