

## **Randall Library Trustees**

### **Meeting January 7, 2021 via Zoom**

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

Tina McAndrew (Director)

Public: Kathleen Pavelchek, Lisa Lavina, Zachory Burns

#### **Documents**

Director's Performance Review

Director's Report

Communications Strategic Initiatives

The meeting was called to order at 7: 02 pm.

Marcy moved and Barbie seconded a motion to accept the minutes of the Dec. 3, 2020 meeting as amended. The vote was unanimously in favor.

Barbie moved and Marcy seconded a motion to adopt the minutes of the Dec. 17, 2020 meeting. The vote was 6-0 in favor with one abstention (Carol).

#### **Chair's Report**

Tina's 3-year contract has been signed and sealed!

Laura has reviewed the Director's Annual Performance Review with Tina and the composite scores and comments were distributed to the Board. Tina thanked the Board for our support and encouraged us to send her any ideas we had to improve the workings of the Library. She will continue to network with townsfolk to highlight programs. It was pointed out that there is a 6-month informal review as part of Tina's contract.

Marcy wondered where past Directors' reviews were posted. Generally reviews were put in the person's file and were not posted publically. The Director should have a mechanism to review the work of the Library staff.

#### **Director's Report**

The Hale High School and Second Century Fund donations have been received. Tina has a local author, Kerri Greenidge, whose book may be a good candidate for the One Book, One Town read. Tina will explore this further.

Tina's in-person appearance at the Select Board's meeting has been postponed to January 26. The Annual Report is due to the town on Feb. 16. Tina will review it with us at our February meeting. Tina is collecting information on providers of Hot Spots, for which she has secured a \$1400. Grant from Avidia Bank.

## **Treasurer's Report**

Maureen has transferred the Hale High School Trust contribution to the Fidelity Bank account. Marianne suggested reworking the format of the financials for the Annual Report.

## **Old Business**

### **Building Committee**

Denise (TA) has suggested that the restored upstairs space be evaluated by engineers to see if it can accommodate books. This would be included in the work of a design firm to be hired. Denise has also suggested that more space would be available if the artifacts in the Whitney Room could be relocated. She is referring this matter to the Town Counsel for a legal opinion on the terms of the bequest for the Whitney Room.

Several suggestions were made to help educate the Building Committee about the Library as it exists today to include a tour for Building Committee members, and inviting the Committee to listen in to Tina's presentation to the Select Board. Barbie encouraged Tina to indicate to the Select Board what is NOT working in the Library.

### **Communications Working Group**

Barbie presented the plan for the strategic communications initiatives. The sense of the meeting was to heartily endorse their ideas.

## **New Business**

### **Survey of Town Residents**

Barbie and Marcy will help Tina with this project.

### **Preparation for Denise's visit to our meeting**

The Town Administrator will come to our meeting either in Feb. or March depending on her schedule. Some topics for discussion with her:

1. Budget. Can we increase financial support for staff so we don't have as much turnover? What is the turnover rate for other departments? Laura will discuss.
2. The state of the Library. What works and what doesn't.
3. Areas of town government she wants to modernize. What are her plans for HR and IT?
4. Will she be suggesting terms limits for town Boards, groups?
5. Expectations. How does the Library differ from other town departments? What is special about Randall?

Each Trustee should be prepared to inquire about one of these topics. If Denise can meet with us in Feb. we will need to schedule a mid-month meeting to polish our prep for her visit. TBD.

**Public Comment**

Zachory expressed his delight with the Board's enthusiasm and support for the Library. He shares these with us.

Kathleen said that the Friends were very willing to help with advocacy and anything else we needed.

At 8:47 Marianne moved and Maureen seconded a motion to adjourn. All agreed.

Next meeting is February 4, 2021.

Respectfully Submitted,

Carol Stoltz