

Randall Library Trustees

Meeting February 4, 2021 via Zoom

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

Tina McAndrew (Director)

Public: Maura Sieller, Tim Reed, Kara Killough, Lisa Lavina

Documents

Director's Report and document for Town Report

Treasurer's document for Town Report

Draft for discussion of Communications Strategic Initiatives

Draft of Town Survey

Trustees Calendar

Trustees' Policy Review Schedule

The meeting was called to order at 7:00 p.m.

Barbie moved and Marianne seconded a motion to accept the minutes from Jan. 7, 2021 as amended. The roll call vote was 7-0 in favor.

Chair's Report

In response to a question about the use of the Whitney Room, Laura reported again that the Town Administrator (Denise) was working with Town Counsel to re-examine the terms of the bequest for the Whitney Room.

Director's Report

Circulation of items from Dec. 2019 compared to December 2020 was quite favorable given that the Library was closed for 13 weeks. Tina's budget discussion with Denise went well. She recognized the need for adding a staff position and agreed to incremental increases over time. Tina is working on purchasing items for the Library of Things, including a laminator, a Corn Hole etc. and will be working with the Second Century Fund to promote our patrons' use of these items.

Middlesex Savings has donated \$300. for wellness programs during Covid.

Denise is checking the proper route for donations made directly to the Library.

Additions to the Randall Library Town Report were as follows: Insert inter-library loan numbers; mention the Hale High School Fund donation amount in dollars; give update on the work of the Building Committee; keep Covid references; replace "Programming" with "Programs". Barbie moved and Maureen seconded a motion to accept the Randall Library report for the Town as amended. The roll call vote was 7-0 in favor.

Treasurer's Report

It was suggested that the footnotes to the Financial Statement mention "Programs" rather than "Programming"; that the Friends' donations were only the cash donations and that this does not include donations in kind. Barbie moved and Marianne seconded a motion to accept the Financial Statement as amended. The roll call vote was 7-0 in favor.

What will be the Trust's donation to the Library this year? The Trust provides the shortfall between 19% of the municipal budget and what the Library receives from the Town. Normally that amounts to about 2.5% to 3% of the Trust. We will know these numbers by the next meeting.

Old Business

By-laws correction: The current by-laws state that the "election (of officers) will be conducted by secret ballot". This sentence needs to be removed to comply with the Open Meeting Laws. Maureen moved and Marianne seconded a motion to make this change. The roll call vote was 7-0 in favor. Maureen will see that this happens.

Building Committee: The RFP and timeline have been approved. Kate Hogan will come to the next meeting to discuss state aid. The group will be working next on the rubric for evaluating design firms that apply.

Communications Working Group: An electronic display has been supplied to the Library by the Friends. Information about upcoming programs is available in the newspapers and Tina and Laura will write columns from time to time. Laura will highlight events on Nextdoor Stow. Trustees volunteered to collaborate with other Town organizations. Kathy – COA, outreach to schools; Carol – Stow Cultural Council; Maureen- Rec Dept.; Marianne – Stow TV; Marcy – Conservation Trust.

Survey of Town residents: It was suggested that more open-ended questions be added, respondents be asked to rank specifically named services, and asked what changes they would like to see. Laura, Carol and Tina would like to help evaluate answers. The survey would be available online, in newspapers, on the Library website, on the Friends page, on the COA bulletin board etc. Tina will update the questionnaire and we will consider it again at our next meeting.

Town Administrator visit: Carol will inquire about the HR changes Denise has in mind, term limits, and the role of the Trustees in the work of the Building Committee. Barbie is interested in her general vision for the Library. Marianne would like to hear about safety for the building and the folks who work there. Laura would like to focus on the Library's staff turnover problem and how the educational incentive will be addressed for new hires.

New Business

Internet Use policy will be discussed in April.

We will discuss a policy on displays and security of items in the Library in May.

Tina will lead us in a vision session at our next meeting. Everyone was invited to think about this and bring ideas.

AT 8:39 Kathy moved that we adjourn with Marianne seconding. Unanimous consent.

Next meeting March 4, 2021.

Respectfully submitted,

Carol Stoltz