

Randall Library Trustees Meeting

June 15, 2021

Present: Maureen Busch, Marcy Eckel, Marianne Sharin, Barbie Wolfenden, Maura Sieller

Tina McAndrew (Director)

The meeting was called to order at 7:02 p.m.

1. Welcome and Introductions

2. Review & Approval of Minutes of April 1

Marianne moved and Maureen seconded motion to accept minutes as corrected. Minutes met with Unanimous approval.

Minutes of May 27 require a change: Replace “Carol Stolz” with “Maura Sieller”

3. Chair’s Report – Marcy

No requirement to provide Zoom access to our meetings, but Marcy and Tina plan to provide it before the next meeting

4. Director’s Report – Tina

Tina reviewed key items (see Appendix for full report). Key items:

- New aide hired, Sarah Hurtig
- Space has been improved in teen area
- Weeding of complete collection was completed
- Three of the staff attended professional development training
- Library will re-open July 16
- Received gift of Adirondack chairs and picnic tables
- Building Committee update: it has received and will review 8 proposals

5. Treasurer’s Report – Maureen

- \$869,513.67 currently in investment funds; investment rep will visit later in the year.
- \$3,500 of the budget went to mediation service
- Discussion - we should report to the Town our commitment to social justice investments
- Marianne moved, Barbie seconded, motion to accept Treasurer’s report. Motion carried.

6. Old Business

- a. Comments and discussion regarding Survey; Tina to rework.
- b. Discussed the concept of increasing diversity on the board. All agreed we need to examine not only obvious gender, ethnic, racial diversity but also skill sets. Suggestion made to recruit based on all diverse qualities.
- c. Appointing a new board member
 - There was lengthy discussion around this issue. Board will replace Kathy O’Brien and Laura Reiner with interim candidates, several of whom have submitted qualification papers.

- Owing to 30-day requirements to fill these positions, the consensus of the Board was to select one candidate now to recommended to the Select Board; will recommend the next candidate at the July meeting.
 - Candidates who were in the room as visitors were invited to remark on their qualifications and intentions. Three did so. One dropped out of the running, noting the high quality of the others and the fact that she is already serving as a member of the Building Committee.
 - The candidates left the room to allow full reign of discussion, although they had not been asked to leave.
 - Marianne moved and Maureen seconded a motion to vote on each candidate; one was selected whose name will be forwarded to the Select Board. (Note: On the day after this meeting, it was confirmed that the Trustees and the Select Board will meet jointly to approve this candidate.)
 - The Board will choose the second position at our next meeting.
- d. **Computer and Internet Use Policy** (second reading) approved unanimously
- e. **Letter to Town Administrator** regarding Whitney Room artifacts
- Tina informed the entire Board of the legal right of Randall Library, as researched by the Town Administrator, to claim the space as the Director and Trustees see fit.
 - General consensus of the Trustees was to send the letter requesting the Historic Society to remove their items, pending a decision on the status of the glass cases. It is unknown who owns and what should happen to them. Decision will be made upon clarification of case ownership.
 - Note: we need to identify which items are the property of the Library (a.k.a. town).
 - Tina will research the location of the paintings of John Randall and his sister, formerly hanging in the Whitney Room, now missing.

f. **Building Committee Appointment**

Decision was made to defer action until full Board is seated.

7. **New Business**

Pride month will be recognized at Randall via displays of books and other materials.

8. **Monthly Meeting Time/Day** –Determination of meeting dates was deferred until the next meeting.

9. **Norms**

Motion made and seconded by Barbie and Maura to accept norms as amended. Approval was unanimous. (See Appendix for this document.)

10. **Public Comment**

- Kathleen Pavelchek updated the Board on the structural changes of Friends organization currently under review. Friends-generated articles are to be written for the *Stow Independent* about the Library with focus on its various groups within its orbit, e.g., The Second Century group, the Hale Endowment, etc.
- Friends are planning their annual fund raiser
- Kathleen asked the Board to consider a capital campaign for a future renovation of the Library. What role will the Friends play?

Adjournment 8:10

Next meeting to be held July 8, 7:00 in Randall Library

Respectfully submitted,
Barbie Wolfenden, Secretary

Appendix 1: Director's Report

Randall Library Trustees Meeting

DIRECTOR'S REPORT

June 15, 2021 6:00 p.m.

Randall Library

REOPENING TUESDAY, JULY 6TH AT 9AM

Online Resource Statistics (per visit)

Freegal May 2020: 124 May 2021: 113	Kanopy May 2020: 286 May 2021: 408
Mango May 2020: 20 May 2021: 38	Hoopla May 2020: 252 May 2021: 264
Overdrive May 2020: 1,247 May 2021: 1,067	Consumer Reports May 2020: 322 May 2021: 172
Ancestry May 2020: N/A May 2021: 692	Circulation Statistics May 2020: N/A May 2021: 6,547

Director News

- Meeting Groups
 - Kathleen, Lisa, and Tina met to discuss the future structure of the Friends group and how it can support the Library going forward; the Friends and Second Century Fund also met to discuss collaboration between the two groups and fundraising for the Library
 - Stow Cultural Council, Marcy, and Tina met to discuss collaboration with the SCC for purchasing items for the Library such as updated nature backpacks, as well as having the Library participate in Stow Cultural Fest Week with a guest speaker reading a book and creating a craft
 - Sustainable Stow and the Library have collaborated on a monthly series on Climate Talks; the first one was in May

- Building Committee Update
 - On April 30, 2021 twelve (12) design firms attended the walkthrough of the Library to take pictures and ask questions
 - By May 28, 2021 eight (8) proposals had been submitted
 - Building Committee meets June 16 to begin discussion; (3) three finalists will be sent to the Town Administrator for selection of a finalist

- Staffing Update
 - Sarah Hurtig was hired as a new Library Aide
 - Draft job description for a new Library Assistant is in process to be posted for a start date after July 1st

- Donations
 - The Gero Family generously donated 6 Adirondack chairs to the Library
 - Adrienne Snapp of Ameriprise Financial is donating \$500 for the Library to buy two picnic-style tables
 - Stow Gardens donated several plants for the front garden
 - The Stow Garden Club is working with me to landscape a bit more in the front where the tables are and are willing to donate either bushes or a big potted plant
 - A local patron donated three children's rocking chairs
*these donations were possible because Marcy asked (thank you Marcy!)

- Space Updates
 - Chris has moved her desk to the second floor; the processing that was in the workroom/kitchen was moved to Chris' desk area on the first floor
 - Children's toys were brought up to the second floor

- The workroom will hold most of the Library of Things as they get catalogued
- A new outdoor book drop was purchased to create more space in the workroom
- Weeding/Deselection
 - The fiction, non-fiction, books on CD, and Board Books in the Children's collection have been weeded
 - The fiction, non-fiction, romance, regency romance, travel, graphic novels, music, and books on CD have all been weeded from the adult collection
 - Due to this weeding, shifting of materials can take place to create more community space and allow for additions to collections
- Professional Development
 - The Massachusetts Library Association hosted its annual meeting virtually; Tina, Jael, and Meghan attended
- Programs

FY2021 - March 1, 2021-June 30, 2021

CHILDREN'S EVENTS	Date	Attendees
STEAM	3/2	29
Preschool Story Time	3/6	22
Story Walk	3/2-3/9	25
STEAM	3/11	25
Preschool Story Time	3/12	12
STEAM	3/17	68
STEAM	3/25	18

Grow Mushrooms	3/27	36
STEAM	4/1	35
Egg Hunt	4/2-4/4	20
STEAM	4/8	35
Preschool Story Time	4/9	15
Outdoor Pond	5/20	5
Patriotic Paint Bombs	5/27	18
Origami Airplanes	6/3	20
Bird Beaks/Birding	6/10	22
Father's Day Chocolate Bars	6/17	25
Curious Creatures: Curious Athletes (start of Summer Reading)	6/22	N/A
DIY Frog Jumping Competition	6/24	20
Total		450
ADULT EVENTS	Date	Attendees
Taste of the Irish	3/13	11
Trivia	3/29	13
Feasting from Local Farms	4/6	9
Tastiest Spring Ever	4/10	15

Sustainable Stow - SCC	4/14	7
Ghost & Legends	4/22	42
Trivia	4/26	12
Nutrition Myths	4/28	6
Jazz Performance	4/29	12
Cinco de Mayo	5/3	14
Sustainable Stow - SCC	5/12	6
Trivia	5/25	5
Debby Irving - author event	6/3	35
Library Public Forum	6/9	19
Sustainable Stow - SCC	6/16	N/A
Spirit Communication	6/24	N/A
Total		206

- Additional Library of Things have been purchased
 - Cricut Explore Air 2 with tools
 - PlayStation 4
 - Nintendo Switch
 - Oculus Quest 2 Virtual Reality

- Building Updates
 - MLN will be coming in to increase WIFI by putting in a Mesh WIFI system
 - The roof and HVAC project for the Library was not approved as the two bids that were received by the Town were grossly over the budgeted amount

Appendix II

Trustees of Randall Library Norms of Conduct

Adopted June 15, 2021

- Come prepared
- Be accountable
- Be open to new ways
- Encourage each other to participate and allow each to be fully heard without interruption
- Respect each other's votes and support group decisions
- Advocate for ideas, but don't coerce
- Address interpersonal conflict/issues; speak directly to each other
- Keep private the personal information of other people
- Assume best intentions
- Follow state and town procedures
- Appreciate/respect others' abilities
- Strive to remain collegial
- Respect the boundaries of the Trustee/Director relationship