

## **Randall Library Trustees**

### **Meeting April 1, 2021 via Zoom**

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

Tina McAndrew (Director)

Public: 12-15 attendees

Documents:

Director's report

Collection Development Policy

Survey

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

After a lengthy discussion of the minutes, Barbie moved and Kathy seconded a motion to accept the minutes of March 4, 2021 as amended. The roll call vote was 5-2 in favor.

### **Chair's Report**

This being Laura's last meeting as Chair, she thanked everyone for their work and listed some accomplishments of the year. These include adopting an investment policy and moving our trust funds to a management company; revising the bylaws and establishing a schedule of policy review; creating an employment contract for the Director; conducting the Director's performance review and establishing procedures and forms for the future; developing a communications strategy and beginning to implement it; dissolving the Building Committee and working with the Select Board to convene a new committee; creating an orientation packet for new Trustees.

She thanked Carol, who is leaving the Board, for her contributions over the past 3 years.

### **Director's Report**

Tina is beginning to get ready to reopen the Library. She is working on rearranging and reorganizing the space. The opening might depend in part on when Town Buildings will be open to the public. Denise thinks possibly July. Also all staff must be fully vaccinated. There are many details to be worked out – time for sanitizing computers, how long to quarantine books etc. It may be that folks will have to make appointments. This is a work in progress.

There is a busy calendar for adult programming and Chris is working on take home crafts projects and summer reading for kids.

The MLBC grant to establish a Homebound Delivery program has been submitted. Tina is hoping to buy a traveling collection by fall. Barbie questioned if the drivers would be paid. Tina suggested that drivers could be volunteers or staff.

## **Treasurer's Report**

The market continues to do well and the Randall Trust is at \$838,795.23 at this point. Marianne wondered when we would be getting a report from Bartholomew. We should expect this at the one year anniversary which would be at the end of June or beginning of July. Maureen will arrange for this to happen.

## **Old Business**

Collection Development Policy: Second reading.

Kathy questioned the use of the term "timeliness" in the list of criteria for materials selection. Tina explained that these would be materials that addressed current topics of interest. Tina explained that the policy was an amalgam from several sources. Maureen wondered if we had a policy for self-published books and Carol wondered about weeding timelines. Tina will add something about these topics to the policy. Barbie moved that we accept the Collection Development Policy with these amendments and Kathy seconded. The roll call vote was 7-0 in favor.

Survey update: Laura had several specific changes which Tina will make. Barbie questioned the purpose of the survey and had some changes. The discussion was tabled until the next meeting which would give the Trustees a chance to consider Barbie's input which she will send to the group beforehand.

Slate of Officers: Carol reported that there are still two positions open – Chair and Vice Chair. Laura has offered to be Secretary and Maureen the Treasurer. Elections will happen at the May meeting.

Communications Working Group: Kathy is still working on connecting with the COA and the schools. Carol made contact with Mary Louton of the Stow Cultural Council. She seemed quite interested in using Library space for exhibits, events etc. She will bring this up at their next meeting in April. Laura and Tina will contribute a monthly column to the Stow and Bolton Independent. This will be an especially good vehicle for advertising the reopening of the Library and promoting the projects that the staff has been working on during closure. The editor of the paper was especially interested in something about the Library of Things when they are ready to be checked out. For now the column might include info about the reopening along with photos of the re-optimized spaces. Maureen has been in touch with Laura Greenough of the Rec Department. Laura is very interested in the Library of Things and will be in contact with Tina to offer her suggestions about sports and recreational objects to include. She is also keen on accessing any trail guides we would have in the Library. Marcy is working with the Stow Conservation Trust. There are many ways that the Library can coordinate with this group – promoting story walks at Leggett, nature kits, outdoor book groups, indoor habitat displays, having info about the Stow Conservation Trust at the summer reading kickoff, collaborating with high school students about trail clean-up, etc. Marianne reports that Stow TV can now cover programming from the Library. One program to consider would be a behind-the-scenes look at what's been going on at the Library during closure.

Reports on further progress will be given at the May or June meeting.

## **New Business**

**Mediation:** In response to Marcy's concerns about inappropriate behavior by the Trustees, Laura expressed how upsetting this was and apologized to Marcy that this had occurred. In order to address this matter, and after consulting with Town officials, Laura did research about hiring a mediator and found two possible options and a third yet to be explored. This would be a multiple session process to be done over several weeks. The cost was estimated at \$2500. to \$4000. This would have to be paid for through the Randall Trust funds. Meetings around this issue would have to be done in public to abide by the Open Meeting Law. Hopefully this can be done in person rather than on Zoom. Maureen will find out about availability of the Pavilion at Stow Field for this meeting. It was generally agreed that in order for this to work, everyone has to be on board. Some Trustees questioned the cost and whether we could afford it. Most folks would have preferred to have a private meeting, however, as the public's presence can be inhibiting. It would help if the meeting wasn't widely advertised. All but Marcy agreed with this idea. Laura has fully investigated if the mediation meeting could happen in Executive Session but the regulations and the MBLC and the Town Administrator do not support this. There was a sense that Laura should move ahead with her efforts. Barbie moved that we proceed quickly to mediation and spend the necessary resources to make this happen. Maureen seconded. The roll call vote was 7-0 in favor.

**Info for new Trustees:** Barbie encouraged the inclusion of a funding graph. Marcy suggested that it be noted that we now meet on Zoom, that routine duties match the list in our bylaws and on the website, and that the composition of the Building Committee includes a Trustees' rep rather than a specific Trustee. She also had some changes to the Friends document. Laura will make these changes.

**Bylaws on Trustee representation at Public Events:** Marcy wished to discuss the Trustees' representation at the Town's Volunteer Recruitment meeting. The bylaws state that "no individual member may make decisions or act for the Trustees unless specifically authorized to do so by majority vote of the Trustees." In this instance, Marianne filled in for Laura as the rep for the Trustees at this meeting. Marcy felt that the Trustee qualifications Marianne mentioned were not necessarily ones that all Trustees would agree on and that we should all be on the same page.

**Computer and Internet Policy:** Barbie wondered if the Library blocked porn sites. It does not at this time. Tina would like some time to rework this policy and bring it back to the group.

**Hosting Public Forums:** Marcy suggested that public forums be held before the Building Committee begins to hold them to promote the Library renovation project. Tina could talk about Library statistics, lead a tour of the changes that have been made to the Library, Covid protocols, or reopening information. It would be a way to get the public interested in and used to receiving information in this format. Tina and Marcy will work to present something in May and Marcy will take the lead on this going forward.

The recording of this meeting will be part of the public record.

Marianne expressed an interest in having the next meeting in person. Laura will check with the Pavilion to set something up for 2 or 3 p.m. on May 13, as everyone agreed to be available at this time.

At 9:02 Barbie moved and Kathy seconded a motion to adjourn. The vote was unanimous in favor. Meeting was adjourned.

Respectfully submitted,

Carol Stoltz