

Minutes Freetown Library Trustees meeting 4/27/23

In Attendance: Paul, Irene, Courtney, Nicole and Amy

Absent: Beverly

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Meeting called to order, 6:30pm

Welcome to Courtney to the trustees

Paul made motion to accept new roles for trustees as

- Paul Chair
- Linda- Vice Chair
- Beverly- Secretary

Linda seconded the motion, all in favor, no opposed.

Library Director's report:

- Discussed recent activities of the library staff.
- Discussed budget, reports are on track to remain in the expected budget for the FY.
- Self assessment completed by Alyssa and Nicole and submitted to the trustees for review.
- Focus groups from March with citizens went well. We are waiting to hear from Mary (consultant) about her thoughts and results from the feedback.
- In addition Mary is working to complete her analysis and recommendations related to a new library and planning for the town's needs, this will result in a Building plan document. Mary believes she will be done in 2 months with the building program documentation.
- Survey results, More hours requested by towns people, (which we acknowledge could exist if we had 1 library that was centralized), more books was also a request of the survey (again with more space needed), survey also showed that citizens of Freetown also go to Lakeville as opposed to Freetown due to the facilities. Discussion occurred about these results.
- Letter of intent was submitted by Library director, trustees, and Board of Selectman to the MBLC.
- In order to continue meeting benchmarks for that application, Nicole (Library Director) and Debbie (town administrator) will be need to go to the workshops and trainings on behalf of the town May 23, 24th or 25th are the training date options. The training is online, Nicole will consider library schedule as it needs to be covered during this time. Other trustees and town admins are welcome to attend that training.

Old Business:

1. Policy review discussion

A. Circulation policy: discussion related to adding fines for late museum passes, board agreed and approved. New policy on this will take effect and will go into the overdue fines section of the policy.

- Paul made motion to approve the change to the policy
- Courtney seconded, all approved, no opposed:

B. Patron conduct policy

- Cell use and unattended children policy are being combined into 1 policy.
- 2 line changes
- Leaving out the line about food and drink, so the librarian has discretion.
- Amy made motion, Paul seconded and all were in favor, no opposed.

C. Computer and internet use policy

- Discussion to combine two older policies with out of date language. (Computer use by children and Computer/internet use agreement is now in 1 spot)
- Added unacceptable use of internet or computer in the library that was more clear.
- Courtney made motion to accept with the changes, Paul seconded, and all were in favor, no one opposed.

D. Policies confirmed without changes, Collection Development- No change

- WiFi Hot spot lending- No changes
- Customer Service- No Changes
- Motion made to accept those 3 by Amy
- Paul seconded, all in favor
- New policies will be posted online within a few weeks.

2. Progress of library building Plan and update on upcoming workshops.

The COA/Library progress update:

- New COA Director is slowly meeting with community partners. Linda met her yesterday, the Library staff will hopefully be able to meet her soon.
- Senior club is putting out their own survey without the COA board. This survey will request their input about a new COA, COA needs and if they want a shared building. Results to be requested once completed.

Joint Committee of library and COA planning, second Wednesday in the month. May meeting may not happen due to the land use information not being present. Waiting for the report to come still. Next meeting may be after the town meeting. This would address the 2 articles for the library approval and the COA pod structures are another article on the warrant.

Discussion of upcoming finance committee meeting was held.

Reminder of Mandatory conflict of interest training needs to be completed by 4/30/23.

New Business

- Senior library posted position has been posted. 4 applicants, 1 with cataloging experience. Tough sells are the vacation time only being 1 week.
- One of the current candidates is a high school librarian.
- Talked about the hiring process and creating a hiring committee and moving forward with 3 interviews. The hiring committee will be Carlos (personnel director, Nicole, and 2 trustees. Aiming for 5/24 interview dates, trustees will determine how attends based on availability.

Discussion of date and time for upcoming board meetings. New time for open library trustee meeting with be the 4th Thursday of the month at 6:30pm, Irene motioned, Courtney seconded and all were in favor, and no opposed.

Next meeting will be May 25th at 6:30pm for trustees.

Trustees discussed Nicole's performance self assessment documentation.

Trustees discussed Nicole's performance evaluation and determined a consensus related to Nicole's performance and leadership.

Amy will combine it in 1 doc, adding in goals of the trustees, as well as another goal as. Recruit volunteers and create a policy.

Goal: Create a volunteer policy as the trustees. Inclusive of volunteers under 18, as well as senior work off program volunteers.

Amy made a motion to adjourn. Irene seconded the motion and it carried. 8:34pm.