

# Library Board of Trustees Meeting

March 6, 2024

6:00 PM

Library Sunporch

## Minutes

Present: Darryl Uy, Courtney Sparks, Katie Majcher, Mary Gallie, Leslie Hallock, Jennifer Jeffrey, Donna Rice, Kim Swett, Cathy Wolinsky

Absent: Sally Martin

Quorum exists.

Meeting called to order at 6:05 p.m.

A. Approval of February 2024 Minutes

B. Director's Report

- The library has been busy. Circulation and door count have increased from both last year and two years ago.
- There was heavy museum pass usage during school vacation.
- The Candyland event during vacation was popular with 550 people participating. This was covered in papers and on social media nationwide.
- The puzzle race was a success. Staff would like to do this again.
- The management team is reviewing The Library of Things. There is discussion of changing its location and reassessing what is in the collection.
- Courtney will work with staff over the summer, in the new fiscal year, on signage. She plans to circle back with to the board in the fall.
- Courtney is currently looking at staff input regarding workspaces. There are significant ergonomic issues that will need to be addressed. Some of those will include large projects but Courtney will begin with small tasks. There is not currently funding for the larger needs.

### C. Open discussion

- Update on Building Use Survey
  - Courtney provided board with survey results. She collated and tried to bring together like responses.
  - There were a total of 173 responses
  - Courtney open to suggestions from board regarding method to analyze information.
  
- Strategic Plan
  - Courtney provided the board with both the 2022-24 strategic plan and the draft 2024-25 strategic plan.
  - Progress on the 2022-24 plan was discussed including completed tasks, tasks in progress, and plans to extend tasks to next strategic plan.
  
- Staff Room Update
  - Donna and Katie met with Courtney prior to board meeting to see staff room and access the needs there.
  - Courtney is currently getting together the staff's suggestions for improvement.
  - Discussed possible budget with board.
  - Courtney will talk with town manager about logistics and get staff requests together to discuss with board at the next meeting.
  - Donna will look through some pricing to get an idea of possible budget.
  
- Change in May meeting date.
  - Darryl will not be available for May meeting. It was voted on and agreed to change the meeting date from May 1<sup>st</sup> to May 8<sup>th</sup>, 2024.

D. Adjourn @ 7:00p.m.

Next meeting: April 3, 2024.