

**FORBUSH MEMORIAL LIBRARY  
BOARD OF TRUSTEES MINUTES  
Meeting of September 8, 2023**

**Attendance:** Trustees Margherita Altobelli, Kim Caisse, Tiffany Davis, Martha Rainville, Kim Samson, Neepa Shah, and Nick Langhart, Director.

**Call to Order:** Kim Samson, BOT Chair, called the meeting to order at 6:32pm.

**Minutes:**

**MOTION** to accept the Minutes from the August 8, 2023 meeting as written. **MOVED** by Martha Rainville and **SECONDED** by Kim Caisse **VOTE TAKEN.** 3+, 0-, 2abs **MOTION PASSES.**

**MOTION** to accept the Minutes from the September 7, 2023 Special Meeting as written. **MOVED** by Tiffany Davis and **SECONDED** by Martha Rainville **VOTE TAKEN.** 4+, 0-, 1abs **MOTION PASSES.**

**Correspondence:**

- None

**Director's Report:**

- ARIS report both Annual Survey and Financial Survey have been completed.
- Touch-a-Truck and the Cabaret were very different programs for us and both well received. There is new teen programming and Bethanne also did some Children's room programs. Nick thanked the staff for thinking outside the box.
- Catt has also been very involved in the website and library as a whole.

**Committee Reports:**

**Curatorial Committee:**

- The Gallery Guide is in the process of being updated.

**Building and Grounds:**

- The chiller is working well. Johnson Controls came out to conduct tests, but we still don't have a report of the visit. Full operation of the chiller cannot happen until the furnace pump is rebuilt and rechanneling of some ductwork is complete. Mike is preparing a proposal for bid.
- We have received the quote from Johnson Control for the new fire control panel, \$15,000. There isn't another vendor to get a quote from. The quote has been submitted to the Capital Committee.
- Sliding door upgrade is still pending.
- Bartlett Tree is due out to take a look at the Beeches to ensure they are protected against the new blight.

**Technology Committee:**

- Tech Thursdays continue. The website content is due to be finalized this week. The switch to the new site is scheduled for October 10. Multiple training sessions for the website including for the Assabet scheduling system have been scheduled with the staff over the next several weeks.
- Town computer systems upgrade is still a slow process.

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### **Outreach/Friends**

- Committee focused on rebooting the Friends has scheduled an event on October 17, 1:00-7:00pm.
- The Rodeway Inn will be home to 30 migrant families. Just received the information yesterday. MOC out of Fitchburg will be coordinating. Concerns were raised about the library being a collection point was discussed. More information will be forthcoming.
- Veterans Day will be celebrated on the official holiday November 10. The library will be open November 11.

### **Old Business:**

- Covid precautions update. No change until we get HVAC report.
- Review of policies continued.
  - **MOTION** to approve the Personal Behavior Policy as amended **MOVED** by Tiffany Davis and **SECONDED** by Kim Caisse **VOTE TAKEN. 5+, 0-, 0abs. MOTION PASSES.**
  - **MOTION** to approve the Privacy and Confidentiality Policy as amended **MOVED** by Tiffany Davis and **SECONDED** by Kim Caisse **VOTE TAKEN. 5+, 0-, 0abs. MOTION PASSES.**
  - **MOTION** to approve the Child Safety and Behavior as amended **MOVED** by Tiffany Davis and **SECONDED** by Martha Rainville **VOTE TAKEN. 5+, 0-, 0abs. MOTION PASSES.**
  - **MOTION** to approve the Volunteer Policy as amended **MOVED** by Tiffany Davis and **SECONDED** by Kim Caisse **VOTE TAKEN. 5+, 0-, 0abs. MOTION PASSES.**

### **New Business:**

- **MOTION** to approve the Acceptance of Gifts Policy **MOVED** by Kim Caisse and **SECONDED** by Tiffany Davis **VOTE TAKEN. 5+, 0-, 0abs. MOTION PASSES.**
- **MOTION** to approve the Access to Special Collections Policy as amended **MOVED** by Kim Caisse and **SECONDED** by Martha Rainville **VOTE TAKEN. 5+, 0-, 0abs. MOTION PASSES.**
- **MOTION** to approve the Establishing of Memorials Policy as amended **MOVED** by Kim Caisse and **SECONDED** by Tiffany Davis **VOTE TAKEN. 5+, 0-, 0abs. MOTION PASSES.**
- **MOTION** to approve the Materials Selection Policy as amended **MOVED** by Kim Caisse and **SECONDED** by Martha Rainville **VOTE TAKEN. 5+, 0-, 0abs. MOTION PASSES.**
- Audra Kirkland is the new Community Services Director. She is a department head, 40 hours a week. Stephanie had suggested she could work with us for a stipend. The board was not inclined at the present time

**Adjournment:** Seeing no further business, a motion to adjourn was offered by Kim Caisse and seconded by Martha Rainville at 8:10

**Next Meeting:** *Tuesday, October 10, 2023, at 6:30pm.*

Respectfully submitted:



Margherita Altobelli  
Recording Secretary

**Documents:** Agenda, Minutes of the August 11, 2023 Trustees meeting, Director's Report, Children's Room August Report and Statistical Summary, Statistical Summary for August 2023.