

**FORBUSH MEMORIAL LIBRARY
BOARD OF TRUSTEES MINUTES
Meeting of October 10, 2023**

Attendance: Trustees Margherita Altobelli, Kim Caisse, Tiffany Davis, Michelle Miller, Kim Samson, Neepa Shah, and Nick Langhart, Director. Guest: Audra Kirtland, Westminster Community Services Director

Call to Order: Kim Samson, BOT Chair, called the meeting to order at 6:34pm.

Minutes:

MOTION to accept the Minutes from the September 12, 2023 meeting as amended. **MOVED** by Tiffany Davis and **SECONDED** by Kim Caisse **VOTE TAKEN.** 4+, 0-, 1abs **MOTION PASSES.**

Correspondence:

- Thank you note from Martha Rainville.

Director's Report:

- Audra brought the Trustees up-to-date with the new families at the Rodeway Inn. She had a good meeting with Catt. MOC has the process well in hand and is producing weekly lists. Catt didn't want to keep the responsibility for creating the weekly flyer with the library. Audra will take point for the Town; shift toward her as Community Services Director and town website and determine how to best help/support/steer volunteer efforts. The Town as a whole has taken a stand off approach. Private groups like 978 are working to develop networks. Overall direction would be to form a volunteer committee. Audra will develop new wording for the website with the shift to her and send to Nick to be uploaded. All flyers with requests for cash/gift cards need to be removed.
- Nick and Catt went to the Research Institute for Public Libraries for 2 days. The program concentrated on statistics and how to make outreach through surveys to the community more constructive. This will be helpful as we begin work on the 5-year plan.
- Nick attended the Central Mass Library Advocates meeting new Shrewsbury. The presentation was on the philosophy of policies on the freedom to write and read. He is getting the presentation.

Committee Reports:

Curatorial Committee:

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

Building and Grounds:

- The chiller is offline now as the switch to heat was made last Friday. The furnace pump was also installed last Friday.
- Nick was at the Capital Planning Committee just before this one to discuss the fire control panel. Unfortunately, they didn't have time to review it before Nick needed to return for the Trustees meeting. He will attend the next one.
- 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 was out to look at the beeches. We do have the beech leaf disease. They sent along a proposal \$3,000 for pruning. It's been about 8 years and is time. They also proposed fertilizing the trees. He checked with ML who definitely felt the trees should be pruned, had concerns about the type of fertilizer proposed and also provided the name of another arborist Nick could contact.

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Technology Committee:

- The url is not pointing to the new site yet. The BOT acknowledged receipt of the letter from Catt Miller, included in our BOT materials, about the new website wherein Catt voiced her concerns about the deadline for the site going live and wanted to move the go live date to January. Elise Gilbreath's email sent to the Website Committee seconded that concern. The board felt the tone of the communication by staff members was inappropriate and not professional." We have moved the go live date several times throughout the process to accommodate both design and staff concerns, including the most recent compromise from October 10 to October 24. We can't pay the Clearpeak invoice until the site goes live and there is no reason not to go live. Tiffany Davis' conversation with Jim Woodman from Clearpeak supports this. When Tiffany and Kim Samson met with Nick Langhart for an update and move to the 10/24 date, they reiterated the decision to push the room reservation and museum pass modules off the list for go live so staff could focus on other front-facing tasks. They could come online later and Assabet Interactive explained that most libraries routinely stagger transition to these modules. The other outstanding items can be completed in the time remaining. The Board decided to hold to the October 24 go live date for the new site without the craft forms, museum passes, and room reservations. Deadlines for those additions will be set at the next Tech meeting.

Outreach/Friends

- The Friends Open House event is scheduled for October 17, 1:00-7:00pm with a Friends Business Meeting and elections scheduled for November 1, 6:30 pm.

Old Business:

- Covid precautions update. No change until we get HVAC report.
- The first class from the elementary school with migrant children will be visiting the library this week. This is when children get their library cards. It was decided the children could use the address for the Rodway Inn, 183 Main Street.

New Business:

- Kim suggested the creation of a Publicity/Marketing Committee and suggested that Kim Caisse chair it. Anyone interested in participating on the committee can let Kim know.
- First Amendment Auditors have been in the area Athol, Orange, Holden, Boylston. Nick has let the staff know and discussed how to respond to them.

Adjournment: Seeing no further business, a motion to adjourn was offered by Kim Caisse and seconded by Tiffany Davis at 8:39

Next Meeting: *Tuesday, November 14, 2023, at 5:30pm.*

Respectfully submitted:



Margherita Altobelli
Recording Secretary

Documents: Agenda, Minutes of the September 12, 2023 Trustees meeting, Director's Report, Children's Room September Report and Statistical Summary, Statistical Summary for September 2023, 10/5/23 Letter from Catt Miller.