

**Attleboro Public Library Board of Trustees**  
**Meeting Minutes – April 13, 2022**

**ATTENDEES**

Trustees: Beth Gould, Cindy Lorincz, Judy Lusk, Diane Mangiaratti, Charlie Oliver, David Pierce, Tobey Reed, Tricia Svendsen

Library Director: Amy Rhilinger

APL Staff: Darcie Schillinger

**1. Introductions** - Darcie Schillinger, Reference Dept.

**2. Minutes**

Minutes from the March meeting were accepted as presented.

**3. Business Required by Law**

None

**4. Treasurer's Report**

In Mahesh's absence Charlie presented Warrant #9 in the amount of \$6,981.86.

Regarding line item #10, B&R Erate Consulting Service, Charlie clarified that this service is used to get assistance with the erate funding and is the same service that Attleboro High School has used. The company is compensated by getting a percentage of the discount the APL gets.

Receipts of \$750 came from the Friends of APL for the Summer Reading Program.

The current balance in Rockland Trust is \$1,770,930.00.

The amount of Warrant #9, \$6,981.86, will be transferred from Rockland Trust to the checking account.

There was a motion to accept the report. The Treasurer's report was accepted as presented.

**5. Committee Reports**

None

**6. Director's Report**

Amy submitted a written report commenting on the following:

- There is an okay from the city solicitor determining that we may go fine-free in the future. This will be introduced to the public June 1.
- Unique Management will continue to seek payment for, or returns of, lost or damaged materials.
- Work continues on getting temperature controls operating correctly in various rooms in the library.
- Library Workers' Day was celebrated.
- Absences due to maternity leave and surgeries have caused staffing shortages. Staff members have had to rotate jobs due to the absences, resulting in a negative impact on service to patrons. Programming has been affected as well.
- On May 17 the budget will go to the City Council. Department heads will then go before the Council to answer questions about the library budget. Board members and any other interested parties may participate.
- Three vendors are being consulted for copy services.
- The library is awaiting response regarding Big Read.

- The Friends of APL raised about \$7,800 as part of Library Giving Day. Their Scarf and Jewelry Sale takes place Apr. 30.
- Copies of the Patron Conduct Policy were provided to the Board. One patron has been given a copy of the Policy as well, because of their behavior in the library.

## **7. Unfinished Business**

### **A. Director's Evaluation**

The Director's Performance Evaluation is conducted at the end of the fiscal year (June 30). Judy has emailed the evaluation form to Board members. Forms should be filled out electronically or on paper and returned to Charlie by the May meeting.

### **B. Celebration Planning**

The city Expo for the Senses committee has expressed interest in collaborating with the library around their event. Celebration of the library's completed building project would be the "opening act" of the Expo. The date for the events is Saturday, June 25, and the library celebration would be from 2-4 p.m. that day. Folk duo Hungrytown will perform.

### **C. Accounting System Upgrade**

Charlie reported that they are moving on the Accounting System upgrade.

### **D. Other**

Charlie asked about the status of the \$11,000 electric bill that was discussed last month. The issue has not yet been resolved.

## **8. New Business**

### **A. Review State Aid Formula**

There are Library Municipal Appropriation Requirements to get a full complement of state aid. The city needs to appropriate an amount 2.5% higher than the last three appropriations. We are close to meeting that requirement. Minimum standards include the library being open to anyone in the Commonwealth and being open a certain number of hours. Based on the city population APL should be open six days a week with a total of 59 hrs. each week. The library is currently open 56 hrs. a week. It was mentioned that a rise in population is expected within the next ten years, and once it hits 50,000, the minimum standard hours of business will rise to 63.

The minimum standard for materials expenditure based on population indicates 13% of the appropriation should go toward materials. Charlie said city money and trust funds count toward meeting the minimum standard. There is a scramble in June to meet standards with funds being spent on Summer Reading, large print books, second copies of popular titles, etc.

An Annual Report Information Survey (ARIS) is conducted for the state and is due at the end of August. Staff provides information for the survey and the Director and Board president sign off on it. The survey includes information on how the APL is in compliance in some areas, documents statistics and provides other information about the library.

### **B. Report from Beth Gould on building collections**

Beth attended an online MBLC meeting on building library collections. There was information on the Library Bill of Rights, statements of Intellectual Freedom and Freedom to Read and the role of Trustees. She reported that the role of Trustees is to approve policy and support the director in the implementation of policies.

Beth emailed information and a slide show of the presentation to all Board members.

Discussion on the Materials Selection Policy and reconsideration process followed Beth's presentation. Amy said the Collection Development Policy was last reviewed in 2015.

Amy pointed out that there are several Library Policies posted on the APL website, including the Materials Selection Policy. Amy suggested that it might be time to review some library policies, and Board members expressed interest in doing so in the near future.

The meeting was adjourned at 7:53 p.m.

**Next meeting: May 11, 2022, at 6:30 p.m.**

Respectfully submitted,  
Tricia Svendsen