

Attleboro Public Library Board of Trustees
Meeting Minutes – Dec. 14, 2022

The meeting was called to order at 6:34 p.m.

ATTENDEES

Trustees: Beth Gould, Judy Lusk, Diane Mangiaratti, Charlie Oliver, David Pierce, Tricia Svendsen

Library Director: Amy Rhilinger

Staff: none

1. Introductions

None

2. Minutes

Minutes from the November meeting were approved.

3. Business Required by Law

None

4. Treasurer's Report

Warrant #5 was presented in the amount of \$3,464.62.

The balance in the checking account is \$5,070.30. A motion was made to accept a \$50 donation in memory of Lois Carlin. It was approved. A motion to transfer funds in the amount of \$3,464.62 from Rockland Trust to the checking account was approved, and the Treasurer's Report was accepted as presented.

5. Committee Reports

Judy opened a discussion on the Evaluation Tool that was recently developed, suggesting several procedural items. It was determined that

- Forms for the Director Evaluation will be distributed to Board Members in early April.
- The forms will be filled out and submitted to the Board President by the end of April.
- Prior to the May Board meeting, the President will compile the results, write a review and send copies to Board members.
- Members may request a meeting to discuss the President's review, if they feel it is warranted.
- The President will send the evaluation to the Director and schedule a meeting with him/her/them.
- The Director is welcome to comment on the evaluation.
- The Director and Board President will meet, conduct a review, note edits and counter sign copies of the evaluation.

6. Director's Report

Amy submitted a written report commenting on the following:

- A grant for \$3750 was received from the Attleboro Foundation for staff training.
- TJ Mello, the new custodian, has been a good addition to the library staff.
- A librarian will be going on maternity leave soon.
- Updates on software are being made.
- A request for funds for a printer for public use has been submitted to the City Council.

- The Big Read grant is due in January.
- A people-counter has been installed. It counts all people entering the building. In the couple weeks it has been in use, it indicates an average of 500 people per day entering the library.

7. Unfinished Business

A. Accounting System Upgrade

The upgrade is moving forward..

B. Strategic Planning Update

Amy reports Department heads are working on the Strategic Plan and will report to Amy. There is a plan to have Dept. Head meetings more regularly.

C. Review Meeting Room Policy

The Meeting Room Policy is not yet ready, but is in the works.

8. New Business

- Amy requested funding for a Staff Holiday Party to be held in January. The Board voted to designate funding of \$500 for the party.
- Diane suggested forming a Committee to look into an electronic sign (cost, size, etc.) for the front lawn of the library.

The meeting was adjourned at 7:36 p.m.

Next meeting: January 11, 2023, at 6:30 p.m.

Respectfully submitted,
Tricia Svendsen