

Attleboro Public Library Board of Trustees
Meeting Minutes – Nov. 9, 2022

ATTENDEES

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

Library Director: Amy Rhilinger

Staff: Darcie Schillinger

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

1. Introductions - Darcie Schillinger - Coordinator of Reader Services

Guest: Brian French - library patron

2. Minutes

Minutes from the October meeting were approved.

3. Business Required by Law

None

4. Treasurer's Report

Mahesh presented Warrant #4 in the amount of \$3,966.45.

Diane made a motion to accept the Unique fees of \$60. Motion was approved.

The balance in the checking account is \$13,742.45, making it unnecessary to transfer funds from Rockland Trust to the checking account.

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:

- The library failed a surprise fire inspection. Minor issues include Exit sign lights need battery replacements; the key box for the Fire Department has deteriorated and needs replacing; leftover paint from the renovation needs to be moved. The new custodian will handle these issues, and the Fire Dept. will follow up.
- The new custodian will begin work on November 21.
- The Capital Improvement Plan has been submitted.
- Spaces are being reconfigured: The Friends' room is moving to another area, and the former Friends' room will be used for meeting space.
- Patrons have told Amy that staff has been helpful, going above and beyond in assisting them.
- There is a new staff person in the 12 hour position at the circulation desk.
- Pumpkin painting went well with 50+ pumpkins painted.
- A community connection was made with Flowers by the Station using the library for displaying their flower arranging competition entries.
- The Big Read author talk registration is underway.
- The Friends' Book Sale earned \$1600.

7. Unfinished Business

A. Review Collection Policy

The Board reviewed the draft of the new Attleboro Library Collection Development Policy and made a couple of slight tweaks. A motion was made to accept the Policy, and it was unanimously approved.

B. Accounting System Upgrade

Mahesh reports that the upgrade to QuickBooks is progressing.

C. Strategic Planning Update

Amy reports they are focusing on aspects of the Strategic Plan: community connecting, user-friendly facilities; more space for local groups to meet. (See Director's Report for evidence.)

D. Little Free Libraries

Plates are still needed for the Little Libraries.

E. Review Meeting Room Policy

Dan Boudreau submitted to Board members prior to the meeting the results of his research on Meeting Room Policies in several other libraries, both national and local. It was agreed that prioritizing use of meeting space and timelines were important considerations in a policy. There was discussion about groups and activities permitted for room use in the library. Consideration of religious, political and other groups, as well as the experience of other libraries in restricting certain groups, was mentioned. A draft of the policy will be presented at the December Board meeting.

F. Review Director Review Tool

The new Library Director Evaluation tool was used to evaluate Amy's performance in FY '22. The completed evaluation was shared with the Board, and members gave feedback on the use of the tool. Some of the evaluation points were items that were beyond the purview of most Board members, but could be judged by the Board president. Overall the tool seemed satisfactory to both Board members and Amy. A few minor tweaks to the tool were suggested such as using check marks instead of ratings and leaving space for comments after each area of evaluation.

8. New Business

Diane mentioned that a patron commented on the condition of a plaque on the outside of the building. Diane verified that the plaque is difficult to read and needs refurbishing. She also mentioned how nice it would be to have an electronic sign replace the current sign on the front lawn of the library. The current sign is broken and not usable. Amy mentioned that the cost of an electronic sign is exorbitant.

The meeting was adjourned at 8:09 p.m.

Next meeting: Dec.14, 2022, at 6:30 p.m.

Respectfully submitted,
Tricia Svendsen