

## **Attleboro Public Library Board of Trustees**

### **Meeting Minutes – February 8, 2023**

The meeting was called to order by Charlie Oliver at 6:30 p.m.

#### **ATTENDEES**

**Trustees:** Beth Gould, Cindy Lorincz, Judy Lusk, Diane Mangiaratti, Charlie Oliver, Mahesh Patel, David Pierce, Tricia Svendsen

**Library Director:** Amy Rhilinger

**Staff:** Mary McCrosson

#### **1. Introductions**

Mary McCrosson - Library Assistant

#### **2. Minutes**

Minutes from the January meeting were accepted as presented.

#### **3. Business Required by Law**

None

#### **4. Treasurer's Report**

Mahesh presented Warrant #7 in the amount of \$1,456.41 and reported gifts of \$37.02.

It was mentioned that a \$500.00 check was given for the Staff annual holiday party to be held on Feb.20.

The accounting upgrade is now complete. Both QuickBooks and Excel will be used for the time being. The Warrant #7 amount of \$1,456.41 will be transferred from Rockland Trust to the checking account. The Treasurer's Report was accepted as presented.

#### **5. Committee Reports**

There were no Committee Reports.

#### **6. Director's Report**

Amy submitted a written report commenting on the following:

- The Friends' Room has been moved. Their former Friends' room will be utilized as meeting or staff space.
- Elevator inspection will take place this month.
- There were heating issues in the Children's Room during the cold snap in early Feb. They have been addressed.
- There is a new required online ethics training. Trustees will also be expected to take the training.
- Erate paperwork has been submitted.
- Amy asked if any Board members have experience with or knowledge of assistive listening devices, as the Library is in need of equipment of this type. Charlie mentioned that his church worked with Audio Concepts in acquiring such devices.
- Jack Baptist is working on reactivating the Tech Committee.
- A no-trespass order was placed on a patron due to his unacceptable behaviors.
- With the freezing temperatures in early Feb., some homeless individuals spent the full day in the library, one even wrapped in blankets and sleeping.
- Big Read grant has been submitted.

- The Friends of APL showed appreciation to staff by providing coffee, juice and Valentine sweets for staff members on Feb. 8.

## **7. Unfinished Business**

### **A. Review Meeting Room Policy**

The Meeting Room Policy draft was reviewed and unanimously approved in a vote.

### **B. Accounting System Upgrade**

Mahesh reported that QuickBooks is fully functioning. Cindy is using it, but for a little longer both QuickBooks and Excel will be used.

### **C. Strategic Planning Update**

Amy reported that Goals of the Plan are addressed at Department Heads' meetings.

### **D. Free Parking for Seniors**

Councilors DeSimone and Waterman presented to the City Council the idea of free parking for senior citizens in the municipal lot next to the Library.

### **E. Patron Policy**

Board members reviewed the updated Patron Policy and voted to approve it.

### **F. Electronic Sign**

Diane presented more of her research and work on acquiring an electronic sign. She met with Acting Mayor DiLisio and discussed the city's financial support for a sign purchase, noting that the sign could be used not only for the Library, but by the city for providing information to the public. Research on vendors and costs involved were presented in Diane's written report. It was suggested that seeing signs that have been installed by the company that was most forthcoming with information could help in determining our choice of vendor. Several funding sources were mentioned. The Board voted to support, in principle, the acquisition of an electronic sign for the front lawn of the Library.

### **G. Other**

The final revision of the Director's Evaluation Tool was presented and formally approved.

## **8. New Business**

### **A. Nominating Committee**

Charlie appointed Cindy Lorincz, Judy Lusk and Tricia Svendsen to the Nominating Committee. They will provide a slate of officers at the next Board meeting.

### **B. Other**

Amy suggested having a couple of Board members work with her when Library policies are in need of updating or development. This would eliminate using Board meeting time wordsmithing policies.

The meeting was adjourned at 7:51 p.m.

**Next meeting: March 8, 2023, at 6:30 p.m.**

Respectfully submitted,  
Tricia Svendsen