



## **MINUTES OF THE Manchester Public Library Trustee Board**

**Meeting Date :** March 21, 2019

**Call to Order :** 9:07am

**PLACE :** Library Reference Room

**PRESENT :** Ric Rogers, Dave Shaw, Dot Sieradzki, Sara Collins, Director

**OBSERVERS:** none

1. **Approved previous minutes of** March 7, 2017, Ric & Dave approve.
2. **Directors Report** - review/discussion – accepted.
3. **Old Business (updates on past projects, activities)**
  - Budget-finance – 2.5% increase in library proposed budget for FY20 was approved by fin com and BOS. Town meeting is April 1.
  - Building & grounds – we are going all organic for grounds upkeep, it is only \$40 more. Now is the time to arrange for spring clean-up before landscapers are booked. Patron has complained how heavy and hard to open the CR door is. Sara will speak with Nate Desrosier to look into a push button handicap door as well as adjust the closer on this door. Sara will contact the ADA committee to ask about additional handicap spot on Union St. now that the speed limit is 20 MPH.
  - YA space – construction is finished; it remains to move all the books/material into the YA space and adjust other shelving in the building by April 6, ribbon cutting. (Also start of National Library Week). Trustees will be on hand for that and “Meet your Trustee” morning and Cape Ann Reads open house.
  - Trustees continued discussion of patron behavior policy and need to create a policy for the new YA space. We agreed that the teen hours will be year-long, 2-8pm, for ages 13-18. Adult tutors also excluded. All other patrons are allowed to retrieve books from the balcony at any time but may not use the teen space during teen hours. Dot moved to establish these parameters in time for the ribbon cutting. Unanimously approved. Sara emphasized that this policy is a first pass at regulating the new space and may very well be amended as time and practice require change.
  - Chair Ric notes that July & Aug are the scheduled time for trustees to review the policy book in its entirety.
  - Friends of the Library are partnering with Manchester Cricket to digitize the full run of the newspaper, 1887- current. Trustees are very grateful for this. FOL also wishes to refinish the round table in the Reading Room. Trustees unanimously approve of this. FOL has not yet responded to our annual wishlist. Sara has informed Joan Wogan that some items have been taken care of since the fall.
  - Staffing – we all look forward to Racheal’s return April 1. Manchester Reads book has changed to a theme of “resilience” coordinating the Friends’ speaker at their annual meeting, and adult/teen/children each having a recommended book for the event.
  - Strategic Plan – survey ended with 300+ responses. Next is to summarize those responses and actually write the plan for MBLC.
  - Technology – Molly’s internship has ended. Trustees expressed interest in continuing her “Tech Talks” for patrons or perhaps finding someone else. Is using a consultant the best way to proceed? Sara will inquire.



- Wedding at 5:30 this evening, in front of the fireplace, performed by the town clerk. We hope to have more similar use of the premises.

4. **Ongoing Business (current projects and/or activities)**
5. **New Business (current projects and/or activities)**
6. **Executive session as needed - none**
7. **Future Business -**
8. **Set Next Trustee Meeting** - goal is 3rd Thurs of the month at 9 AM – April 18 next meeting.
9. **Adjourned** – 10:30am,

**Respectfully submitted by Dorothy Sieradzki**