July 10 Meeting of the Board of Trustees for the Raynham Public Library

Attendance:
Karen O’Brien Director
Leigh Kozak Chair
Ginny Jacques Vice Chair
Suzanne Lopes Clerk
Heidi Doherty
Jayne Kelleher
Absent Paul Zeller

Meeting called to order 1903 by Leigh.

1) Review and approval of June 2023 meeting minutes. Approval vote motion Sue, Ginny 2nd, all in favor, minutes approved.

2) Director’s Report and Programming Alpaca month, Date of activity in July 29th. Kids calendar packed full. WEB site has launched! Looks great. So much positive feedback. The company we hired Rennaisance Web Designers was great to work with. We need to make sure we are compliant with the open meeting law regarding publishing the agenda and minutes to our open board meetings. Discussion ensues regarding compliance. Board agrees we are in compliant and will continue to work to do so. Statistics: please refer to handouts. 88 new card added last month. Why? Social media has kicked up, summer is our busiest time of year. FY22 vs FY23 new cards is 454 vs 676.

3) Finance and Budget end of fiscal year, nothing to report. Town has a new accounting program which is a web based program. Karen will be able to access via a web portal. This is exciting news!

4) Building and Grounds Ed from DPW, still waiting on a quote regarding water diversion. Review of our requests for 2 new furnaces for capital planning. Karen needs to check with town about where/how to apply to more capital planning. Construction grant application process will be in 4 years. There are things we need to work on now. We need to get support from the town, and we need to fundraise. Do we need a building committee? A charitable foundation? We need future planning. This is a lot for our small group of 6. How will be get others involved? Discussion of how we would raise money and map this out. Leigh gives us no update on the transfer of the land from the church to the library, there is a hang up with the church. Leigh will call meeting with the old board. We need to meet once a year.

5) Library Draft Policies and Updates…deferred to next week’s Policy Meeting. Collection Development Policy, Meeting Room Policy, Donation Policy to be discussed next week. Please look at website to see how donations have been listed.

6) Staffing Mary Knapp, new library assistant started today on her two week orientation. Then will work Monday and Tuesday evenings shift. Friends meeting this month, Karen requesting two matching planting container for the front doors, Friends will discuss at their August meeting. Onboarding of new Trustee Paul Zeller, will get a binder of policies, Trusty handbook, can review
previous minutes on the web site. Karen will update the town and MBLC web pages. Leigh will put together a welcome packet. We need to elect new officers, next month when Paul joins us.

7) Other/open discussion Strategic Planning survey questions. Survey is on line on the website, social media, enews letter, and printed at the desk, town hall, senior center and open to the public. Survey is open for 2-3 weeks. Discussion of benefits of 2 vs 3 weeks. Karen needs time to write the report. We need a mission and a vision statement, we can do this with the group at the next Strategic Planning Meeting. We need this meeting at the beginning of August. Date TBD. Next board meeting is August 14th. Karen needs to submit to MBLC by October 1.

Local kindergarden teacher reached out to Karen regarding request for a memorial for local deceased child. Karen brainstormed with staff and board regarding what would be feasible for the library. We no longer have plaques in the library. We are cautious about not creating more work for the staff. We no longer allow outside groups to use the meeting room space. We don't allow outside groups to advertise here. The board regretfully votes that we are unable to abide this request. Sue motion, Ginny second, All in favor yes. Ginny to draft letter of response.

Meeting to close 2026, Heidi motion, Ginny second, all in favor yes.