Bancroft Memorial Library

Board of Library Trustees

Minutes: February 7, 2023

Present: Frederick Oldfield III, Chair, Christine Seaver, Secretary, Marie Riddell, Tricia Perry, Library Director

The meeting was called to order at 4:00 p.m.

Library Minutes:

* Motion made by Marie Riddell and seconded by Christine Seaver to accept the minutes for January 3, 2023. All voted in favor.

Director’s Report:

* Accepted as submitted.

Trustee By-Laws: Presentation of Amendments for review:

* The suggested amendment to the bylaws is “Trustees shall be eligible to receive compensation in accordance with Town Meeting approval of stipends for other town boards or committees.” A motion was made by Marie Riddell and seconded by Christine Seaver to accept this amendment. All voted in favor. The actual motion to amend will be taken at the next Trustee meeting in March.

Budget Update (FY 23 and FY24):

* The FY23 budget is tracking according to plan. Juvenile book spending is up due to refreshing the collection in anticipation of the 1000 Books Before Kindergarten program. Some budgeted but unspent audiobook funds have been moved to juvenile to balance spending.
* The FY24 budget is being worked on. Tricia Perry has met several times with Jeff Nutting, Interim Town Administrator, to review the budget submittal. A Financial Summit has been scheduled by the Hopedale Select Board and Jeff Nutting for February 16th. It will give Department Heads, Committee Members, the Select Board, and the residents the opportunity to hear financial information and ask questions.

Libraries Transforming Communities Grant Update:

* Tricia Perry is getting pricing on furnishings. Jeff Nutting, Interim Town Administrator, sent a letter congratulating the library on earning the grant funds.

Development of a new Strategic Plan:

* Tricia Perry has created a survey to be shared with Hopedale residents to help determine improvements and additional library services needed. It will go out in the next tax bill mailing and be accessible online.

Performance Review – Library Director:

* The Trustees completed reviews and met individually with Tricia Perry to discuss. She completed a self-assessment.

Library Annual Report FY2022:

* This was completed by Tricia Perry and filed.

Friends of the Hopedale Library:

* The Friends are planning additional fundraisers this year to raise monies to help support library programs since switching to an Ongoing Book Sale from a semi-annual book sale. Other fundraisers include FlowerPower.org, Dairy Queen Fundraiser, April raffle baskets, and a November Wine Tasting.
* The Friends of the Library annual membership flyer will be distributed after the Strategic Plan survey.
* Events are booked for 2023. The Friends are now planning 2024.

New Business:

* Interim Town Administrator Jeff Nutting is working on a parking agreement to determine where library patrons can park in the lots next to and behind the library.
* As part of her outreach for the 1000 Books before Kindergarten, Tricia Perry has   
  been invited to join the Board of the Early Childhood Council. The invitation was from Lisa Mandile, Program Coordinator of the Milford Family & Community Network CFCE.

Public Participation:

* None

Adjournment

* Motion made by Marie Riddell and seconded by Christine Seaver to adjourn the meeting. All voted in favor. The meeting adjourned at 4:33 p.m.

The next Trustees’ meeting will be on March 7, 2023 at 4 p.m.

Respectfully submitted,

Christine Seaver

Secretary