

Minutes for February 8, 2022

Meeting of Board of Trustees
Medfield Memorial Public Library

Attendees:

Kiersten Cole, Lauren Feeney, Deb Merriam, Jessica Razza, Phil Tuths, Library Director Pam Gardner, and Community Member Stephanie Farne.

Deb called the meeting to order at 5:12 p.m.

Approval of minutes: Meeting minutes of Dec. 14, 2021 were accepted as amended. Motion to approve the Dec 14, 2021 minutes. Motion: P. Tuths; Second: D. Merriam. Unanimous approval.

Motion to approve minutes of January 13, 2022 as written. Motion: D. Merriam. Second: J. Razza. Unanimous approval.

Update on Friends of the Library: The Friends are running their annual Creative Writing Awards. March 1st is the deadline to enter.

The Friends are working on two projects – gift cards for the Friends Bookstore and Tote Bags with art by a Medfield Artist as a fund-raiser. The Friends meet next on 3/8/22.

Staff Reports: Adult programming has been successful – and mostly virtual. Moving forward, Library staff will work to find balance between in person and virtual programming. Adult Volunteers, under the tax write-off program, have been very helpful in the Circulation dept.

Director's Report:

Library spending is in line with budgeted amounts. Staff is carefully monitoring Materials spending to ensure full amount is utilized.

Minuteman Library Network Update: Minuteman has removed the expiration date from library cards. The Medfield Library staff will determine a method to keep user information up to date, as this has previously been done at renewal.

The Library Programming Policy has been updated. Motion to approve the Programming Policy as written on 2/8/22. Motion: L. Feeney; Second: D. Merriam. Unanimous approval.

Trustees support the Library staff with a face mask requirement. Face masks will be required in the Library through February 28, 2022. On and after March 1, 2022, face masks will be requested. Signage will be updated to encourage all to wear masks as the Library's youngest patrons are not yet able to be vaccinated.

A new printing solution is needed to support patrons. The Library Director is comparing pricing and offerings of a printer service against the purchase of a Library-owned printer. The request for printing services has dropped off from previous years but remains a service the Library will offer.

Foot traffic at the Library has been evolving. The Library has more patrons utilizing Circulation and Children's services, and fewer computer users and Teens needing support. A test of different positioning of staff throughout the building to best serve patrons will be run and evaluated over the next month.

The next Trustees meeting will be Tuesday, 3/8/2022, at 5:00 p.m.

Adjourn: Motion to adjourn the meeting at 6:35 p.m. Motion: L. Feeney, Second: D. Merriam. Unanimous vote.

Respectfully submitted,

Lauren Feeney