

**BRIDGEWATER PUBLIC LIBRARY
TRUSTEE COMMITTEE BOARD MEETING
MINUTES
January 21, 2020**

| | |
|----------------------------|---|
| Meeting Called By | BWPL Trustees |
| Type of Meeting | Monthly |
| Recording Secretary | Matthew Gerritsen |
| Attendees | Trustees: Janet Dye, Connie Franciosi, Matthew Gerritsen, Pamela Hayes-Bohanan (Chair), Nancy Sarno, Danielle Oliari, Ellen Chiacca Carey Invitees: Jed Phillips (Director), Beryl Domingo |
| Call to Order | 7:04 p.m. |
| Meeting Adjournment | 8:23 p.m. |

1. AGENDA APPROVAL:

It was moved (Sarno), seconded (Oliari) to approve the Agenda, passed unanimously.

2. SECRETARY’S REPORT:

It was moved (Sarno), seconded (Oliari) to approve the Minutes of December 17, 2019, passed unanimously.

Secretary’s letter of January 10, 2020 to Town Manager documenting the Board’s Recommendation regarding Jed Phillips, attached hereto,

3. CHAIR’S REPORT

Commonwealth’s Board of Library Commissioner’s (“BLC”) Aid package was reduced as a result of not meeting the open hours commitment. Board and Director will work toward full compliance. Currently the Library is short 4 hours/week.

Chair will prepare annual trustees report prior to next meeting.

4. CORRESPONDENCE:

No correspondence received by the Board.

5. DIRECTOR’ S REPORT

Director submitted oral report and a written copy, attached.

Director received notice that the library was in default regarding heating system inspection from the Commonwealth’s Department of Fire Services. Director will work with Town facilities manager to resolve issue and ensure ongoing compliance.

Wi-Fi service donated by Comcast has proven insufficient for Library needs. Library has joined Town system. Access and performance have been much improved.

Meeting room access upgraded as well as the number of access points. Network now managed by Town IT department.

Website upgrade is being pursued.

Reference librarian has resigned, internal posting for position has been made.

Library will be pursuing home bound services in conjunction with the Senior Center.

Library will be instituting contest to help design new logo. Anticipate making a decision by the end of April.

Director will hold open office hours, schedule and frequency to be determined.

Weekly news blast has been well received.

(Trustee Oliari left the meeting @ 7:51)

6. COMMITTEE REPORTS:

Building and Ground Committee submitted oral report.

Landscaping estimates for front of the library are being pursued.

Perennial plantings made last year should come up shortly, landscaping should not disturb them

Poor condition of roof noted, several leaks causing visible internal damage, anticipates that there is hidden damage accumulating.

Driveway and parking lot exhibiting poor drainage. Town is interested in pursuing possible re-configurations.

7. OLD BUSINESS:

Invitee Beryl Domingo was suggested as possible replacement appointment for open Trustee position. Ms. Domingo introduced herself and discussed her thoughts regarding the Library and the Board.

(Invitee Domingo left the meeting @ 8:10)

**UPON MOTION (Dye) duly seconded (Carey) the Board entered executive session.
(Director Phillips left the meeting.)**

**UPON MOTION duly seconded the Board left executive session.
(Director Phillips returned to the meeting.)**

8. NEW BUSINESS:

The Board will discuss the recommendations and finding of the Ad Hoc committee regarding the purposes and powers of the Board at the next meeting.

9. DATE OF NEXT MEETING: Tuesday, February 18, 2020 at 7:00 p.m.

There being no further business the meeting was, upon motion duly made and seconded, adjourned at 8:23 PM.

BRIDGEWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING TUESDAY, JANUARY 24

Director's Report

Building & Technology

- Successful upgrade to town high speed WIFI. Drastic increase in speed and reliability at no cost. Additional WAPs installed. Town IT now handles the public network for us.
- Exploring new website options. Received promising estimate from EpbRI for custom build and hosting. Funds available. Weighing options but will likely go with this vendor.

Staff

- Open Reference Librarian position posted internally for 10 day period per union contract. Now posted publicly. Internal candidate.

Upcoming Programming & Outreach Initiatives

- Homebound Delivery
- Logo Contest
- Open Office Hours

News & Marketing

- New Weekly Blast format good initial reception (22% open rate)
- Cross posting with Senior Center
- Annual Report due by end of Jan.

December 2019 Statistics

- Need to address downward trend and implement initiatives to bring numbers back up.

Respectfully submitted,
Jed T. Phillips
Library Director

December 2019 Statistics

Circulation:

| | PRINT | AUDIO/VISUAL | DEC. 2019 TOTAL | DEC. 2018 TOTAL | % |
|-------------|-------|--------------|-----------------|-----------------|------|
| ADULT | 2,558 | 897 | 3,455 | 3,759 | -8% |
| YOUNG ADULT | 152 | 8 | 160 | 234 | -32% |
| CHILDREN'S | 2,029 | 188 | 2,217 | 2,695 | -18% |
| TOTAL | 4,739 | 1,093 | 5,742 | 6,688 | -14% |

| | DEC. 2019 | DEC. 2018 |
|------------------------|-----------|-----------|
| TOTAL COLLECTION COUNT | 80,645 | 79,135 |
| OVERDRIVE CHECKOUTS | 1,074 | 779 |
| MUSEUM PASS CHECKOUTS | 54 | 70 |

Programming:

| | DEC. 2019 PROGRAMS | DEC. 2018 PROGRAMS | DEC. 2019 ATTENDANCE | DEC. 2018 ATTENDANCE | ATTENDANCE % |
|------------|--------------------|--------------------|----------------------|----------------------|--------------|
| ADULT | 4 | 5 | 57 | 105 | -45% |
| CHILDREN'S | 12 | 15 | 152 | 119 | +28% |
| TOTAL | 16 | 20 | 209 | 224 | -7% |

Foot Traffic (Visitors)

| | DEC. 2019 | DEC. 2018 | % |
|--------------------|-----------|-----------|-------|
| NUMBER OF VISITORS | 4,162 | 4,394 | -5.3% |

The Commonwealth of Massachusetts
 Department of Fire Services
 One State Road / P O Box 1025, Stow, MA 01775-1025
 Phone (978) 567-3780 Fax (978) 567-3199
 Boiler & Pressure Vessel Inspection Division

December 31, 2019

Bridgewater Public Library
 15 South Street
 Bridgewater MA 02324-2516

Notice of Violation

In accordance with M.G.L. c. 146, § 8 and § 34, a current certificate of inspection must be issued and appropriately posted for all boilers and air tanks on record with the Commonwealth of Massachusetts.

Our records indicate that the following boilers and/or air tanks (PV) are currently in-service, but that the associated certificate of inspection is severely overdue.

2014 Trane MA174456 10/14/2016

In order to avoid potential penalties as a result of this discrepancy, you must take action to either have the boiler or pressure vessel inspected as required, or notify this agency if the equipment has been either disconnected and removed from service or relocated.

Please indicate below what remedial action has been taken:

- I have completed and attached an application for inspection for inspection to be performed by the DFS boiler and pressure vessel inspection division. (Applications can be found on-line at: www.mass.gov/dfs) If you need assistance please call (978) 567-3780.
- I have contacted our insurance company, and have scheduled an inspection on the following date:
- This Boiler/Pressure Vessel is no longer in service, and/or has been removed from this location.

This form must be signed and returned to this agency no later than January 24, 2020.

Please mail to the address above, or email to diane.rearick@mass.gov, or fax to (978) 567-3199.

By signing below, I hereby certify under the pains and penalties of perjury that to the best of my knowledge and belief the information above is correct, and that the indicated laws of the Commonwealth of Massachusetts have been complied with.

Please Print Name

Signature

Date

BRIDGEWATER PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

January 10, 2020

Michael Dutton, JD, ICMA-CM
Town Manager
Town of Bridgewater
66 Central Square
Bridgewater, MA 02324

RE: Bridgewater Public Library- Director Hiring

Dear Mr. Dutton,

On December 17, 2019 the Bridgewater Public Library Board of Library Trustees (“Board of Library Trustees”) voted to recommend that Jed Phillips be appointed to serve as the director of the Bridgewater Public Library as required by the Bridgewater Town Code, as amended, Section 12, part C. This recommendation is subject to the following conditions:

- 1) That the Board of Library Trustees receive a copy of the employment agreement and any other official documentation regarding the terms and conditions of the director’s appointment;
- 2) That input from the Board of Library Trustees be obtained as part of the director’s annual performance review;
- 3) That the Board of Library Trustees receive a copy of the director’s annual performance review; and
- 4) That this recommendation is limited to a single contract term and that a new recommendation must be obtained prior to the extension, renewal, or any other action that would extend the director’s employment.

Very truly yours,
BRIDGEWATER PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES



Matthew A. Gerritsen, Secretary

cc: Bridgewater Town Council
Bridgewater Public Library Board of Library Trustees