

**BRIDGEWATER PUBLIC LIBRARY  
TRUSTEE COMMITTEE BOARD MEETING**

**MINUTES**

**February 18, 2020**

<b>Meeting Called By</b>	<b>BWPL Trustees</b>
<b>Type of Meeting</b>	<b>Monthly</b>
<b>Recording Secretary</b>	<b>Matthew Gerritsen</b>
<b>Attendees</b>	<b>Trustees: Connie Franciosi, Matthew Gerritsen, Pamela Hayes-Bohanan (Chair), Danielle Oliari, Beryl Domingo, Jeff Rhind</b> <b>Invitees: Jed Phillips (Director)</b>
<b>Call to Order</b>	<b>7:04 p.m.</b>
<b>Meeting Adjournment</b>	<b>7:50 p.m.</b>

**1. AGENDA APPROVAL:**

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

**2. SECRETARY'S REPORT:**

Changes to the draft minutes of January 21, 2020. It was moved (Rhind), seconded (Oliari) to approve the Minutes of January 21, 2020 with the discussed changes, passed unanimously.

**3. CHAIR'S REPORT**

Chair provided a copy of the Chairman's Annual Report for 2019, attached.

**4. CORRESPONDENCE:**

Received thank you card from Beryl Domingo, regarding the board's welcome at the January meeting. Card read and attached.

**5. DIRECTOR'S REPORT**

Director submitted oral report and a written copy, attached.

Computer hardware updated to support Windows 10 operating System, and updated to Windows 10 operating system. Centralized high-quality printer installed and peripheral printers removed. Printing fee structure to updated to capture actual costs.

Web design content proposal pending. Initial quote appears to include the entire scope of the project.

Heating inspection has been completed and documented. Paperwork submitted to the State Fire Marshall. All future activity should be handled through town facilities management.

Reference Librarian search is ongoing.

Home Bound delivery initiative is progressing. Bridgewater Savings Bank will fund part of the bag production. Anticipate deliveries to begin in March.

Logo contest continuing. Director reminded Board that two Board members are to be on the judging panel. Passion Project series is underway. Library continues to build out adult programming.

Read to a dog (Therapy Dog) program will continue as new dog has been selected.

Bridgewater Savings Bank to partially fund babysitter training course. Remaining costs to be split by Library and trainees.

Animal affairs program will be returning with grant from Cultural Council.

Weekly news blasts will continue. Receiving high open rates and increased attendance.

Senior Center collaboration continues.

Massachusetts Board of Library Commissioners (“MBLC”) will assist in collection evaluation and suggestion changes in collection make-up.

Equipment and items will begin to be introduced for check-out.

Director’s proposed budget, attached, was distributed. Budget puts Library at partial compliance with MBLC and state aid requirements. Previously 80% was sufficient to receive partial grant moving forward threshold will be 90%. Director believes that is achievable. 100% compliance, his target, would require two additional staff hires. Board should be prepared to see a shortfall from request in Town budget that will need to be made up by the Library.

Board directed questions regarding the report to the Director, which were answered.

**6. COMMITTEE REPORTS:**

No Committee Reports were submitted.

Beryl Domingo will assume the subcommittee assignments left vacant through resignation.

**7. OLD BUSINESS:**

Beryl Domingo confirmed her appointment by the Town Council to the Board and provided a copy certified by the Town Clerk, attached.

Matthew Gerritsen will distribute copies of the 1995 By-laws for the board to consider for proposed changes. Amending the by-laws to be discussed at next meeting.

To supplement the annual report, the Chair will submit a request to the Town Treasurer for a summary of funds held by the Treasurer that are subject to the control of the Board, and any restrictions associated with those funds. The Board discussed additional property under the control of the Trustees and if it was receiving proper care.

**8. NEW BUSINESS:**

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

Beryl Domingo suggested that a display of Black Authors be prepared and that information regarding these authors be included in the Director’s blasts.

**9. DATE OF NEXT MEETING: Tuesday, March 17, 2020 at 7:00 p.m.**

*There being no further business the meeting was, upon motion duly made (Gerritsen) and seconded (Rhind), adjourned at 7:50 PM.*