

Maynard Public Library  
Trustees' Meeting  
May 25, 2023

Attendance: Jean Maguire, Jan Rosenberg, Peter Reed, Sally Bubier

Guests: Francis Wyman, Mike Stevens

Minutes: April minutes were approved.

Warrants signed.

Correspondence: none

Report from Library Director

Annual Town Meeting - our library budget has gone through, per Town Administrator.

Staff Training - Deputy Chief of the Maynard Police Department indicated that the library staff would be trained on delicate, difficult situations by social worker and clinician Emily Black on June 13. Also, the Deputy Chief will provide active shooter training to the staff.

Access to Justice Library Initiative - Jean followed up with staff who were in favor of the library's participation. Trustees' Room rather than the study rooms will be made available for this initiative. Jean will meet with the Access to Justice Coordinator next week.

Meeting room policy - Jean reviewed with staff, and is making revisions based on their suggestions. She will review with staff and Trustees next month.

Past programs and events of note - Curfew Bell dedication ceremony on May 6 went well. The library was given a plaque by the Historical Commission, and Paul Boothroyd was honored for his service as town historian.

Tzfat in Maynard reception went well.

Upcoming programs and events of note - Maynard High School Art Show, June 3-9

Friends of the Library Book Sale, June 17

Summer Readathon, June 22

Fix-it Clinic, June 24 1-3; volunteer fixers still needed.

Summer Reading kickoff @ Fine Arts Theatre, June 28 in morning

An Evening with Author Roland Merullo, June 29 hybrid

## Buildings and Grounds

Upcoming repairs - Replacement of phone in elevator (July); masonry repair around arch; trash and recycling enclosure needs to be replaced. Roosevelt account has run out, so some emergency repairs have been paid for via state aid.

Phone system replacement - Process continues with the town. They have now gotten three quotes per the temporary Town Accountant for outright purchase. Leasing had previously been recommended. Purchase may be made via surplus funds in salary line.

Strategic Plan draft discussion and vote - Trustees were given the latest draft last week. Peter thanked Jean for her leadership and appreciated the Strategic Plan Team, as well as the Advisory Board and staff.

Francis commented on the unbroken service provided by the library during the COVID Emergency. A number of revisions were suggested, including: "recent class sized" changed to "grade population" in the community description; "high needs" listed as 40.1% of enrollment under enrollment data will be explicated for greater clarity; and adding "volunteers" to "staffing and volunteers" on P. 8. Additionally, Sally suggested that the installation of drive-thru book drop and evaluation of traffic flow in the parking lot be struck from the Strategic Priorities and Goals section. Revisions to the Strategic Plan were unanimously approved. The discussion addressed both the ambitiousness of the goals/priorities within limits of five years and finances. Finally, the Board discussed the ways in which the Strategic Plan will be shared with the community.

Landscape design - Estimates for design provided by Andy Covell were discussed. Peter indicated that Andy should be able to provide estimates for installation, as this would be needed in order to apply for Community Impact Fee funding. Jan will communicate with Andy about this, as the Board would like to pursue applying for this source of funds for the landscape work.

Other new business - party for Jan, Wednesday, June 14<sup>th</sup> at Sanctuary.

Next Meeting - Tuesday, June 13<sup>th</sup> @5:30.

Respectfully submitted,

Jan Rosenberg, Trustee