

The Maynard Public Library Board of Trustees met Monday, July 17, 2023, at 5:30 PM in the Roosevelt Room at the Maynard Public Library, 77 Nason Street, Maynard, MA 01754.

Attendance: Jean Maguire, Sally Bubier, Francis Wyman

Minutes: June 13, 2023 minutes approved.

Warrants signed.

Correspondence: No correspondence

Report from Library Director

Strategic Plan - Massachusetts Board of Library Commissioners approved the Strategic Plan, 2023-2028.

Presentation to Select Board - Jean distributed and went over her 2023 Select Board Update package. Her approach will be to highlight some of the achievements in 2022 and acquaint the Select Board with three of the Strategic Plan's key priorities and goals: Access, Service, and Welcoming Environment; Outreach; and Programming. She is scheduled to make her presentation on July 18, sometime after 7 pm. Francis and Sally pledged to attend.

Francis Wyman meetings with staff - Francis said he had thoroughly enjoyed his meetings with the staff and had a deep appreciation of the work they do and their commitment to the MPL. The staff felt programming and outreach and, relatedly, the hiring of additional staff were key goals for the Library in 2023-2024.

Staff Training - Staff went through active threat training, which emphasized situational awareness and skills and techniques (based on the most current research/thinking) for dealing with threats. The staff found it very helpful; Jean will shortly go over a follow-up training with staff.

Access to Justice Library Initiative - Access to Justice Library Initiative, which offers access to virtual court services via the Library, was launched. It is the outcome of a partnership of the MPL and the Massachusetts Trial Court System. Staff received training on the program, and Jeremy created a web page. Information on the Initiative can be found on the Library's website under the Services tab; its launch was announced on social media. The Library purchased a computer for use by those wanting to attend court remotely and has also made private rooms available to be reserved for court meetings.

Meeting and study room policies - Jean distributed two draft documents: Study Room Policy and Meeting Room Policy. The Study Room Policy is new. Jean has sent the

Meeting Room Policy draft-to the town counsel to be evaluated and is scheduled to meet with her on July 20. Based on their conversation, the policy will be revised if necessary.

The trustees will vote on both policy documents at their August 15th meeting.

Town and LIUNA compensation study - the process of collecting information on jobs has started. Jean will fill out a job questionnaire over the next two weeks, which will be sent to Peter to be signed. Once this has been done, the questionnaires will be sent to the consultant.

ARIS reporting - The MBLC administers the Annual Report Information Survey (ARIS) in compliance with Massachusetts General Law, Chapter 78. Each fiscal year, public libraries are required to submit this data in order to receive State Aid to Public Libraries and to meet the Minimum Standards of Public Library Service. Jean and Jeremy have divided the work on survey, which is due August 18, 2023. Both attended a training to see the changes in the reporting requirements over the past year.

MLN Board of Directors - Jean was nominated and elected to the Minuteman Library Network Board of Directors. She attended her first meeting on July 10. Her membership on the board will be valuable in supporting the MLN Board's efforts to get the state to increase its funding of libraries through the Massachusetts Board of Library Commissioners (MBLC).

Past programs and events of note -

- Farmers Market (July 15) - The Library shared a table with Friends of the Library. Six new library cards were issued, 20 children attended Mark's Storytime Live at the Farmer's Market.
- How to Photograph Like a Pro (July 11) - 30 people attended.
- The Out of the Ark Live Animal Show (July 12) - 75 people attended.

Upcoming programs and events of note -

- Truck Parade (July 19)
- Tiny Art Show (closes August 19)
- Assabet Camera Club exhibit opens (August 1)
- Summer Concert: Terrance Simien & the Zydeco Experience (August 17) - concert is now in the process of being publicized.

Building and grounds

HVAC - the air conditioning unit for the Roosevelt Room broke down on June 25. The capacitor for the fan motor failed but was quickly replaced.

Landscape design - Former trustee Jan is working with the landscape designer to interpret the results from the soil sample.

Phone system replacement - The three quotes received by the Library were sent to the Town's IT consultant, DriveTech, for their evaluation. They gave the highest rating to the quote from USTeleCenters, which was also the lowest bid. The quote is now with Town Administrator Greg Johnson for his review and his instructions on how the funding should be handled.

Indoor book return - The Friends agreed to fund the purchase of the indoor book return. The one that arrived was the wrong one; it cannot be used. It was reported immediately to the vendor, who apologized and said they will try to expedite the delivery of the correct one.

Other new business: None

Old business: None

Next Meeting: Tuesday, August 15 at 5:30 pm

Respectfully submitted,

Francis S. Wyman, Trustee