**Minutes: April 11, 2022**

1. **7:06 Call to Order.** In attendance: Jane, Jessie, Kathryn, Rocco (remote), Sue (remote), Tricia; Nicole
2. **Reorganization of the Board:** Jane: Motion to nominate Tricia DiPietro as chair, Sue Fixman as vice chair, Kathryn FitzGerald as secretary. Second: Rocco. Unanimous.
3. **Approval of Minutes and Statistical Reports**

*Minutes -* Rocco: Motion to approve the minutes. Second: Sue. Unanimous.

*Statistical Reports -* Nicole noted that circulation numbers are significantly higher this month; wireless usage appeared to be down but was not working for part of the month.

Rocco: Motion to accept statistical report. Second: Jane. Unanimous.

1. **Discussion of Financial Report:** Nicole explained that there were some incidental charges related to the new desk in the Junior Room and new non-fiction purchases. An old invoice from 2019 was paid with State Aid.
2. **Staffing - Discussion of Assistant Director Position and Hiring Process:** The FY23 town budget fully funds the Assistant Director position beginning in July. The new job description is modeled Ipswich’s. Ipswich also shared interview questions and other supporting materials. Nicole would like to post as soon as the budget passes town meeting. Nicole noted that union contracts are currently under negotiation; funding for the AD position may need to increase to avoid pay scale compression. Nicole would like board members to participate in the interview process. Tricia asked whether there are any internal candidates; Nicole expected one or two to apply. Nicole would like to post simultaneously internally and externally. Rocco asked whether the job could be posted ahead of town meeting; Tricia thought the posting could state that it was contingent upon budget approval. Tricia asked where it will be posted; Nicole plans to post with Simmons, MBLC, and a NOBLE email list.
3. **Staffing - PT Tech Position Updates, FT Senior Library Tech Updates**

*PT Tech position -* There are four applicants for the open seven-hour PT position, including one internal applicant who currently has a four-hour position. Tricia would like to combine the two PT positions into one 11-hour position. Nicole agreed but noted that since there was a 10-hour union position in the library, a new combined position would also have to be in the union. Tricia asked about next steps; Nicole will investigate budget implications and contact the union. Rocco asked whether there was a benefit to keeping two separate positions in case someone is out sick. Jessie said the staffing subcommittee’s goal is to move away from positions with very few hours. Jane suggested revisiting the substitute list and making sure it is up to date. Kathryn noted that a full-time AD position would also add coverage.

*FT Tech position -* Nicole has already posted; she will keep the posting open for two weeks. She has at least one internal (non-union) candidate.

1. **Strategic Planning Updates:** Kathryn reported that the strategic planning subcommittee was looking at unmet goals that had been in the past two strategic plans and whether they should be included again. Some goals will be revised based on the facilities assessment and the work of the staffing subcommittee. Nicole added that a current plan was needed to apply for some grants; she would like one more meeting of the full subcommittee. Jane asked how overdue the strategic plan is. Nicole said libraries with FY20 deadlines had been given an extra year; many still have not completed them. Sue noted that the new plan will narrow down the list of goals.
2. **Building Updates:** Nicole mentioned that some progress on the Junior Room has been slow due to staffing constraints; Bruce is part-time and is also covering at other town buildings. Jessie asked about hiring out for some tasks; Tricia thought we would need to ask the facilities department. Nicole noted that facilities had requested a handyman position in the FY23 budget but that would not help immediate requirements.

Nicole reported that the building subcommittee was evaluating overall use of space in the library. Currently there has been no progress on gutter and window work. Ground Masters completed spring cleanup in front of the library. Rewiring of the Junior Room and several offices is now complete. Rocco suggested a separate meeting to set goals based on the building assessment.

Tricia asked why there were two library-related items on the town meeting warrant. Nicole said the second one was a capital project estimated at $30K.

1. **New / Other Business:** Nicole reported that a patron posted about a positive library experience on a community Facebook page. Tricia asked Nicole to update the board on other social media mentions.

Jessie reported that the Friends will host a booksale June 10-11 at the library; 4-5 people are on board to help out. They are looking for new/like-new books, no textbooks.

1. **Next Meeting:** May 9 at 7 PM; hybrid format. Nicole noted that the board is currently authorized to hold hybrid meetings through June; that may be extended further.
2. **8:08 Adjournment:** Rocco: Motion to adjourn. Second: Sue. Unanimous.