**MONDAY, AUGUST 8, 2022**

1. Call to Order: 7:01. In attendance: Tricia, Rocco, Jessi, Kathryn; Rachel Overbeck; attending remotely: Jane, Sue, Gina Wierzbowski
2. Approval of Minutes/Statistics

*Motion to approve July 11 minutes: Rocco; second: Jessi. Unanimous.*

*Motion to approve the July 28 minutes, with corrected spelling of the names of the new hires: Rocco; second: Jessi. Unanimous with one abstention.*

Rachel is still compiling the statistics but can share departmental monthly reports. Trustees should let Rachel and Tricia know if there are changes to the report formats they would like to see.

1. Gold Award Proposal from Gina Wierzbowski

Gina presented an overview of her Girl Scout Gold Award project focused on restoring native plants. As part of the 80-hour independent project, Gina has created an educational website and has planted small gardens of native plants at sites including the senior center and middle school. The library would be the fourth and final site for a garden. Jessi asked whether the plants were annuals or perennials; Gina said a mix of perennials and self-sowing annuals; the garden may need periodic cutting back but no major upkeep. Rocco asked about costs to the library; Gina has already had the supplies donated so there would be no cost. Jane noted that according to the Garden Club, black-eyed Susans are the official town flower. Jane also asked whether Gina would be able to perform upkeep during the school year; she will.

*Motion to accept Gina Wierzbowski’s petition to plant native plants on library property: Jane; second: Rocco. Unanimous.*

1. Director’s Report

Rachel completed the ARIS report and will submit it tomorrow. Tricia asked whether Rachel can share an electronic version with the board. In mid-July staff were asked whether they would be willing to work extra hours to cover shortages; that need is less critical now that the three new hires are starting. The HVAC system made it through the heatwave; some areas are still quite warm; Facilities is investigating. Tricia added that the state financial report portal is now open; Rachel will work with the town accountant to get our submission ready. Rachel thanked the Junior Room staff for maintaining excellent service while she is serving as interim director.

1. Discussion/Vote: New library furniture

Rachel reported that the Junior Room is out of space for board books; she has purchased a book stand from Lakeshore ($299) and additional blocks ($119) and would like to fund the purchase through discretionary funds or state aid.

*Motion to approve $420 from state aid for Junior Room purchases: Rocco; second: Jessi. Unanimous.*

1. Friends of Library Update

Jessi sent an email request for people to renew their memberships; she has been looking for board members but is waiting until a new director is in place. Tricia asked whether the library can recruit at Town Day. Jessi will coordinate with Rachel; last year’s book sale did well. Tricia also suggested a library card signup. Rocco suggested using the storytime email list to reach additional patrons with fall updates, including Town Day and Friends recruiting. Jessi will confirm the library has reserved a space with the Chamber of Commerce. Jane asked whether membership fees are fixed and whether they can be updated; the Friends are still offering a lifetime membership for $100. Jane asked where membership checks go; Jessi said they come to the library and go to the treasurer to deposit.

1. Subcommittee Updates: Staffing/Strategic Plan/Building

Staffing: Jessi reported that the committee is exploring whether the library can open at 9 since staff are already here at that time. Jane added that previous opening procedures were more complicated and required a delay for staff to reboot computers, etc; opening is more streamlined now. Sue asked whether there would be staff concerns; Rachel said one concern is having only one person at the circ desk from 9-10, which could be challenging on Mondays in particular. Jane noted that some programming already starts before 10. Rocco asked about a trial in September. Tricia wanted to coordinate with the unions and town administrator. Jessi suggested discussing and voting at the September meeting to give Rachel and Tricia time to work with staff and unions.

Strategic planning: Kathryn is working on an updated draft and hopes to have a final meeting of the full subcommittee in the fall.

Building: Rocco said he and Tricia went through the building plan and would like to meet with the TA, DPW, and Facilities to coordinate next steps.

1. Search Committee Update

Tricia said the first meeting will be Thursday, August 11, and will be hybrid. The first half of the meeting will be open and the rest will be in executive session. Tricia surveyed trustees and staff about major challenges facing the library; she will compile for the next meeting. Donna is providing potential interview questions.

1. New/Other Business

Rachel found unpaid invoices from the last fiscal year; they are not able to be submitted under that year’s budget anymore. She paid one invoice out of the director’s discretionary budget and has two Hoopla accounts totaling $1942 to be paid.

*Motion to pay outstanding accounts from state aid: Rocco; second: Jessi. Unanimous.*

Rachel added that the monthly cost of Hoopla is variable based on circulation and number of patrons.

Jane asked whether Matthew had taken over Tim’s gaming portfolio and whether the library is still paying for a Twitch subscription. Rachel will investigate.

1. Next Meeting: September 12th
2. Adjournment

*Motion to adjourn: Rocco; second: Sue. Unanimous.* 8:22.