

Paul Pratt Memorial Library Board of Trustees
January 11, 2023
Hybrid Meeting in Person and via Zoom
Library Historical Room, 6:00 pm.

Present: Catherine Harvey (Chair), Carolyn Coffey (Clerk), Sarah Pease, Stephen Brown, Marylou Lawrence, Alex Viteri (virtual), Elaine Breslow (virtual), Meaghan James (Director)

Meeting called to order, 6:11 pm

1. Minutes
 - a. The December 14, 2022 meeting minutes were voted and approved unanimously.
2. Director's Report (James)
 - a. Meaghan and Sharon were awarded a \$1100 grant from the Cohasset Cultural Council in support of MamaSteph programming. Meaghan gave the funds to the Friends, and they will be responsible for paying the invoices when they come in. This grant is especially helpful in light of the fact that the cost of the popular program has increased substantially.
 - b. There have been a number of articles recently in local media that should enhance the visibility of the library as well as increase awareness of the Pavilion project. The library will be featured in an upcoming article in Stroll Magazine, which will also include a separate interview with Sharon. In addition, the Pavilion has been written up in the Boston Globe and the online magazine, Cohasset Anchor. This increased publicity is in line with one of the goals of the Strategic Plan and may help boost donations to the Pavilion.
 - c. Library Legislative Day will be held at the State House on March 15, 2023. Trustees and members of the Friends are welcome to attend, if interested.
 - d. Maura Deedy, who is an advisory specialist for Trustees and Friends groups at the MBLC, was impressed with the Request for Reconsideration form that many local libraries are using. As this is becoming a contentious issue in many libraries, she planned to share the form with other Massachusetts libraries.
 - e. Upcoming programs include: a partnership with many other Massachusetts libraries to offer job seeking help for patrons 50+, an online presentation by a NASA scientist on the ARTEMIS project, Crafter Dark will be making a lotus flower lantern, Great Decisions, and Teen Foodie Fridays. Meaghan is very pleased with the quality and creativity of the planned programming.
 - f. The website redesign continues, and Meaghan hopes to finish the project soon.
 - g. Meaghan is assisting with the launch of the GoGov platform, which will enable constituents to request service and to track the progress on completion of the work order. Materials usage will also be able to be tracked and monitored.
 - h. Alex presented a fundraising proposal that would collaborate with his First Thursdays Men's Group. He would like to hold a minigolf event in the library after hours on Thursday, March 2 from 8 pm until midnight for adults, and then again from 5-9 pm on Friday, March 3 for families. Meaghan has reached out to a company that would set up and take down the course both days. Another option would be to hold the family portion of the event on Sunday morning, when the library is closed. Alex hopes to get sponsorships from local

restaurants and/or possibly food trucks. Alcohol would be served at the night session with a tip-certified bartender. The Trustees were supportive of the idea and were interested to hear more when the details were finalized. Meaghan will set up a meeting with Chris Senior to seek his approval and may need to speak with the Facilities Department about clean up after the event.

- i. The Safe Child Policy was discussed, and Meaghan shared her suggestions for improved wording. Alex felt strongly that children as young as 8 years old should be allowed to use the library alone. After a discussion, it was decided to use a child's grade to delineate their privileges, instead of age. The new policy will allow those in grade 3 and above to come into the library alone and those in the Middle/High School to supervise other children. Suggested changes also included language that spells out caregivers' responsibilities when it comes to supervising children in their care. Meaghan will make the changes and the Trustees will vote on the new policy at the next meeting.

3. Financial Report/Bills Payable (Nelson)

- a. The outstanding bills were voted and approved unanimously for payment.

4. Chair's Report (Harvey)

- a. Carolyn discussed the progress on the Pavilion fundraising. The event at the Corner Stop resulted in approximately \$80k in commitments, of which about \$60k has been received. The group plans to reach out to those who were not able to attend. In addition, they are actively planning the next steps, which may include a challenge match, offering naming rights to large donors, and possibly displaying a large thermometer or other visual aid to show the progress toward the final goal.
- b. Catherine reviewed the information provided by the Town's lawyer, who analyzed the areas of responsibility between the Trustees, the Friends, the CLT, and the Town Manager. The Trustees agreed that it was not necessary for them to vote to approve the Friends' budget, but they would continue to approve and sign off on the library's monthly invoice warrant.

5. CLT Report (Coffey)

- a. The CLT has not met since the last Trustee meeting.

6. Friends Report (Harvey)

- a. The Friends met last week and reported that their annual appeal continues to bring in donations. It appears that this year's totals are in line with last year's numbers. Catherine noted that the Give Butter account, as well as an increased social media presence, reminder emails, and posters with QR codes displayed at events, have been beneficial to improving the Friends' visibility and donations. At this time, there will still be a shortfall between the requested budget and the funds raised this year, but the shortfall will be covered by reserves from previous years.

7. Other

- a. Meaghan mentioned that the library will be supporting the Town's Martin Luther King, Jr. breakfast as well as the "All Town Read" leading up to the event. The library has purchased a number of copies of "The Master Plan", for distribution to interested patrons.

The meeting was adjourned at 7:35 pm

Documents:

Minutes of the December 14, 2022 Trustees Meeting

Library Director's Report –1/10/2023

Safe Child Policy, adopted July 14, 2004

Draft Safe Child Policy, revised January 10, 2023

FY23 January 11, 2023 Warrant

Library Trustees Authorization for Payment – January 11, 2023

January FY23 Financial Report

January 11, 2023 Accounting Report

FY23 Deposits to Treasurer – Fines & Fees etc., January 11, 2023

FY23 Deposits to Gift Account, January 11, 2023