

Paul Pratt Memorial Library Board of Trustees
February 8, 2023
Hybrid Meeting in Person and via Zoom
Library Historical Room, 6:00 pm.

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

Meeting was called to order at 6:15 pm

1. Minutes
 - a. The January 11, 2023 meeting minutes were voted and approved unanimously.

2. Director's Report (James)
 - a. Meaghan read the recommended Safe Child Policy, which was VOTED unanimously. Children in first grade or younger must be in the eyesight of a caregiver, who must be in sixth grade or older. Children in second grade must have a caregiver in the building, and children in third grade can use the library independently but must know how to reach a caregiver if one is needed.
 - b. The mini-golf events for Alex's First Thursday group on March 2 (8pm-12am) and for families March 3 (5:30pm-8:00pm) have been booked. The Mom-On-The-Go food truck will be present on the 3rd, and Meaghan has publicized the event to the greater South Shore area. Volunteers are needed to make sure all goes smoothly.
 - c. Saturday's extreme cold and windy weather caused several window panes in the Periodicals room and one in the Historical room to shatter. Facilities has cleaned up the mess and is assessing the best way to fix the windows to make sure that doesn't happen again.
 - d. The spring newsletter is done and at the printer. It features the new rendering of the pavilion project and a QR code for more information.
 - e. Library Legislative Day is March 15 from 9am-1pm at the State House if anyone is able to join Meaghan. She also has an appointment with Patrick O'Connor to discuss the importance of library funding.
 - f. DOVE will conduct a hybrid program for those struggling with relationships.
 - g. The library will conduct a March Madness pizza contest for teens to vote on the best pizza in Cohasset. It will take place on a half day after school and feature pizza from the different restaurants in town. Other programs include a teen paint night, an adult plantable paper program, a seed swap, a teen gaming night pairing Minecraft and economics/budgeting, and a lecture on Frank Lloyd Wright.
 - h. The website redo is back on track.
 - i. Meaghan is working with finance on a 10-year capital plan.
 - j. The town's Customer Relations Management team (Meaghan) is working on an app to provide answers to FAQ, allow for reporting potholes and downed trees, manage response times, etc.

3. Financial Report/Bills Payable (James)
 - a. The outstanding bills were voted and approved unanimously for payment.

4. Chair's Report (Harvey)

- a. Catherine discussed the progress on the Pavilion fundraising. To date, the CLT has commitments of about \$120,000 with funding of about \$90,000 toward the project. They continue to cultivate individual donors and are discussing plans for reaching the greater community. Alex encouraged us to appeal to people's emotions rather than just presenting facts in our fundraising efforts.
- b. New renderings were received and they better illustrate the different spaces created with the pavilion plan.
- c. Steve suggested we look to various community groups (e.g. Elder Affairs, South Shore Community Center, Cohasset Dramatic Club, etc.) for testimonials regarding how the space could be used.
- d. Catherine shared that several people have made suggestions for changes and asked if we felt we needed to open that door with the architect. After some discussion, it was decided that we cannot please everyone and we have a good plan so we will stick with it. The new renderings likely address most of the concerns that were raised by showing a more realistic picture of the space.

5. CLT Report (Coffey)

- a. The CLT will hold its quarterly meeting next week. Among other things, on the agenda will be a discussion of whether the endowment could front some of the fundraising money needed to complete the pavilion project in order to allow for the project to be built this summer.

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 and are about \$30,000 so far. 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 her role as the town's community relations director has her stretched a little thin. She has 14 direct reports and doesn't feel she is as available as she would like to be to support the staff. She anticipates asking for an assistant director to be hired in coming years and wanted to make us aware.

The meeting was adjourned at 7:08 pm

Documents:

Minutes of the January 11, 2022 Trustees Meeting

Library Director's Report –2/8/2023

Draft Safe Child Policy, revised February 8, 2023

FY23 February 8, 2023 Warrant

Library Trustees Authorization for Payment – February 8, 2023

February FY23 Financial Report

February 8, 2023 Accounting Report

FY23 Deposits to Treasurer – Fines & Fees etc., February 8, 2023

FY23 Deposits to Gift Account, February 8, 2023