

BRIDGEWATER PUBLIC LIBRARY
TRUSTEE COMMITTEE BOARD MEETING
MINUTES

September 15, 2020

Meeting Called By	Connie Franciosi
Type of Meeting	Regular
Recording Secretary	Matthew Gerritsen
Attendees	Trustees: Connie Franciosi (Chair), Matthew Gerritsen, Beryl Domingo, Janet Dye, Robyn Golden, Andrew Harding, Jeffrey Rhind, Danielle Oliari, Nancy Sarno (joined 7:28) Jed Philips (Director)
Call to Order	7:03 p.m.
Meeting Adjournment	9:40 p.m.

Special Meeting was held via video conference held on Zoom. The date, time and access information were posted pursuant to the relevant open meeting rules. Video record of meeting was inadvertently not maintained.

1. AGENDA APPROVAL:

It was moved (Golden) and seconded (Rhind) to approve the Agenda, passed unanimously.

2. SECRETARY'S REPORT:

Draft minutes of August 18, 2020 submitted for approval. It was moved (Dye), seconded (Domingo) to approve the Minutes August 18, 2020.

3. CHAIR'S REPORT

Chair expressed support of Director's correspondence regarding orientation meetings.

Bridgewater Improvement Association received Historic Commission approval of chairs, which have been ordered.

Trustees will delay contacting Enterprise to run article until after new Website is up and running.

4. CORRESPONDENCE:

Correspondence Received From:

DICE

David Moore

Director regarding meeting with Town Director of Finance.

5. DIRECTOR'S REPORT

Written report submitted and attached.

Director asked for individual trustees to assist and participate in 10/17 book sale.

In response to David Moore's request, Director stated that the Library does not currently have facilities or ability to securely display historical items removed from Museum display in Memorial Building.

New website includes Trustees with contact button for Trustees. The website is expected to go live when staff is up to speed on content management.

6. COMMITTEE REPORTS:

No Committee Reports were submitted.

7. OLD BUSINESS:

Mr. Gerritsen reviewed the proposed resolutions, submitted separately and attached here. The Board discussed the resolutions.

Resolution 1 upon motion and duly seconded, passed.

Resolution 2 upon motion and duly seconded, passed.

Resolution 3 was not brought to a vote and Mr. Gerritsen was asked to revise the resolution for consideration at the Trustees next meeting.

Resolution 4 upon motion and duly seconded, passed.

Resolution 5 upon motion and duly seconded, passed.

Resolution 6 was not brought to a vote.

Resolution 7 upon motion and duly seconded, passed.

Resolution 8 upon motion and duly seconded, passed.

Resolution 9 upon motion and duly seconded, passed.

Resolution 10 was not brought to a vote.

Resolution 11 upon motion and duly seconded, passed.

Resolution 12 was not brought to a vote.

Resolution 13 upon motion and duly seconded, passed.

8. NEW BUSINESS:

Press release drafted by Dr. Harding was discussed and changes proposed.

Director met with Town Director of Finance. Town position is that no funds held by the Town are under the control of the Board of Trustees and any subsequent donations would be placed in the Town Budget for disbursement by the Director. Town further holds that the Board has no ability to raise funds and cannot designate Town as Treasurer.

Mr. Gerritsen agreed to coordinate submission of requested charter revisions to Charter Revision Committee.

9. PUBLIC COMMENT

No Public Comment.

9. DATE OF NEXT MEETING: October 20, 2020.

There being no further business the meeting was, upon motion duly made (Rhind) and seconded (Golden), adjourned at 9:40 PM.

BRIDGEWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING TUESDAY, SEPT. 15

Director's Report

Building & Technology

- Expansion of virtual services still underway.
 - Continued story times and additional children's programs offered online through partnerships with outside organizations
 - Increased adult programming
 - Art with Rose
 - Exclusive Civil War virtual presentation with Mr. Highlander in October.
- New website design is taking a little longer than initially expected as the scope has increased due to new virtual initiatives.
 - Content has been completed.
 - Final bugs are being fixed
 - Optimizing site for responsive design
 - Will go live as soon as these final things are completed.
- We will be offering Hoopla to Bridgewater patrons
 - The start will coincide with launch of new site.
 - Increase access to 850,000 ebooks, audio books, comics, movies & tv
 - 4 check outs per month.
 - No waiting for availability.
- New PR campaign to increase viewership and subscriptions to our social media.
 - New video camera has been acquired to improve upon the video quality of library programs
 - New library Youtube Channel has up and running
 - Campaign has tripled the number of subscribers to our channel in the last week
 - Videos on our channel have been watched more than 8,500 times in the last 28 days.
- Possible Outdoor Book Sale
 - Trying to put together an outdoor book sale for Sat. October 17 from 10:00AM - 2:00PM
 - Need assistance. I thought it'd be nice if the trustees could be involved and help run the event.

Staff

- We have filled the long vacant Reference Librarian position
 - New team member, Jenny Rae Bailey will join us on Oct. 12, coming from Fall River Public Library.
- Reference Assistant position (formerly held by Kyle) is also being filled. An offer has been made and verbally accepted, but we are waiting on the signed document which we should be receiving any time now.
 - Vanessa Coularo(sp?) is expected to start in 2 weeks.

- Emily Torpey has retired leaving a vacant position
 - First round interviews are taking place this week but position will remain publicly posted until filled.

Financials

- The Dolores V. Lopiekes Trust has named the town of Bridgewater as beneficiary.
 - Trust stipulates that a portion of the funds each year are to be used by the Bridgewater Public Library to purchase the following museum passes:
 - Museum of Fine Arts, Isabella Stewart Gardner Museum, New England Aquarium, and Museum of Science
 - It is my hope this financial assistance will free up a portion of our museum pass budget to purchase additional passes for other area attractions.
- Per the prior request of the Board of Trustees I am submitting a breakdown of all library trusts and their current funding levels.
 - Please find document attached.
 - It is my professional opinion that all of the trusts have been over utilized in previous years and should be left untouched for the foreseeable future in the hopes of increasing the balances.