

**BRIDGEWATER PUBLIC LIBRARY**  
**TRUSTEE COMMITTEE BOARD MEETING**  
**MINUTES**

**November 17, 2020**

|                            |                                                                                                                                                |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Meeting Called By</b>   | <b>Connie Franciosi</b>                                                                                                                        |
| <b>Type of Meeting</b>     | <b>Regular</b>                                                                                                                                 |
| <b>Recording Secretary</b> | <b>Matthew Gerritsen</b>                                                                                                                       |
| <b>Attendees</b>           | <b>Trustees: Connie Franciosi (Chair),<br/>Matthew Gerritsen, Beryl Domingo,<br/>Robyn Golden, Nancy Sarno, Janet Dye.<br/>Danielle Oliari</b> |
| <b>Call to Order</b>       | <b>7:02 p.m.</b>                                                                                                                               |
| <b>Meeting Adjournment</b> | <b>7:58 p.m.</b>                                                                                                                               |

**Meeting of the Board of Public Library Trustees (the “Trustees”) of the Bridgewater Public Library (“Library”) was held via video conference held on Zoom. The date, time and access information were posted pursuant to the relevant open meeting rules.**

**1. AGENDA APPROVAL:**

It was moved (Dye) and seconded (Sarno) to approve the Agenda, motion passed unanimously.

**2. SECRETARY’S REPORT:**

Minutes of 9/15/2020 Meeting were circulated prior to the meeting.

It was moved (Sano) and seconded (Golden) that the minutes be approved, the motion passed with Matthew Gerritsen abstaining.

Minutes of 10/20/2020 Meeting were circulated prior to the meeting.

It was moved (Oliari) and seconded (Domingo) that the minutes be approved, the motion passed with Matthew Gerritsen abstaining.

**3. CHAIR’S REPORT**

The Chair thanked the Trustees for their support in regard to certain personal matters.

The Chair commented on the October book sale and was encouraged by both Trustees participation and the community enthusiasm.

**4. CORRESPONDENCE:**

No correspondence was received.

**5. DIRECTOR’ S REPORT**

Written report submitted and attached.

**6. COMMITTEE REPORTS:**

No Committee Reports were submitted.

**7. OLD BUSINESS:**

Mr. Gerritsen discussed the submission of the Trustee's requested charter changes and committed to attend the appropriate meeting of the Charter Amendment Committee and speak in support of the submissions.

A revised press release supporting the Black Lives Matter movement and furthering the library's commitment to diversity. The Trustees also discussed proactively seeking input from groups that might be affected by lack of diversity in the Library's collections and services.

**8. NEW BUSINESS:**

No new business was brought before the Trustees.

**9. PUBLIC COMMENT**

No Public Comment.

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**9. DATE OF NEXT MEETING: January 19, 2021.**

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*There being no further business the meeting was, upon motion duly made (Gerritsen) and seconded (Golden), adjourned at 8:14 PM.*

**BRIDGEWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING TUESDAY, NOV. 17**

**Director's Report**

*Technology & Library Services*

- Virtual Services still expanding
  - Started trial of Lightbox
    - Interactive multimedia database for k-12
  - Art with Rose still successful
    - This week gave out paint kits for upcoming program
  - New virtual programs in the works from new employees
    - Vanessa M: online resources and databases tutorials
    - Jenny: Origami
- 3D Printer producing PPE for town.
  - More than 150 pieces produced and delivered to the Academy Building
- *STILL* working with town to get new updated equipment and systems
  - Town installing new phone system and intends to connect the Library
    - Planned date of implementation has been pushed back with no exact ETA set.
  - Working on acquiring new update workstation computers for the staff.
    - The town has purchased a large order of computers.
      - We are waiting on delivery and town IT set up
- In-person browsing and holds pickup has been postponed again by request of the Town Manager's Office.
  - In light of significant increases in COVID-19 infections state wide, I have agreed to their request and have postponed the additional services.
  - Curbside continues to be utilized and numbers continue to slowly increase.
- Winter program in the works.
  - Will be similar to the Summer Reading Program
    - Open to all ages
    - Prizes will be given
    - Raffle tickets will be earned for completing certain activities
      - Reading, watching a virtual program, commenting on a library social media post, etc.

*Staff*

- Full time Assistant Librarian (formerly Emily's position) has been filled.
  - Vanessa M. has been with us for a few weeks now and she is fitting in really well. In addition to providing Circulation Desk services, she will be providing some virtual programming, assisting Jenny in reclassification and reorganization of our collections, and her extensive background in technical services will be most helpful.

*Collection Development*

- Assessment and weeding of the adult nonfiction collection is moving along swiftly.
  - New titles being purchased and added to the collection weekly.
- Our first round of Library of Things items have been purchased and are being added to the system.
  - We will be releasing select items from this collection for curbside-pickup in the coming weeks.
- Through the generosity of the Board and the friends and family of Connie, a collection of tools is being put together as part of our Library of Things in memory of her husband Eugene Franciosi.
  - Items will be added to the collection as they are received.
  - With permission from Connie, the library would like to add memorial plates of some sort to these items.