

Aquinnah Public Library
Library Board of Trustees
Minutes – Thursday, February 24, 2022

Meeting convened 2:05 PM

Present: Kathie Olsen, Trustee; Margie Spitz, Chair; Rosa Parker, Library Director

Review of Minutes: Minutes of January 27, 2022 were reviewed. Margie moved, Kathie second, that the Minutes be approved, as amended. (Amended January 27, 2022 Minutes attached.). Motion passed unanimously.

Continuation of Meeting: It was agreed to continue the meeting to March 10, 2022 in order to obtain a quorum, and to see if it was possible to have the consultant Michelle Eberle attend to discuss strategic planning community input process.

Minutes of continued meeting – Thursday, March 10, 2022

Meeting convened. 2:01PM

Present: Kathie Olsen, Trustee; Margie Spitz, Chair; Rosa Parker, Library Director; Heidi Vanderhoop, Trustee

Old Business

- Strategic Plan: Kathie moved, Heidi seconded, that we proceed with a virtual community forum on Tuesday, April 12th, with Michelle Eberle as facilitator. Passed unanimously. Rosa will publicize the event to the Library mailing list after fixing the time on April 12th with Michelle Eberle. Heidi suggested that it might also be advertised on the Town mailing list.
- Library Parking: Heidi will give Rosa suggested names of possible contractors. Rosa will then contact them to request their ideas and estimates. Meanwhile, Margie will contact Emily to request the amount required for obtaining three estimates.
- Town Report: The Town Report is due in one week; Margie and Rosa are working on it.
- FY 2023 Budget: Rosa is preparing it. She will present it to the Trustees for discussion and a vote at the next meeting.
- Mask Mandate: Masks are no longer required at the Library, but they are “encouraged.” Rosa reports that most attendees still mask and that the staff is comfortable with the situation.
- Financial Report: Margie had some questions, but the Financial Report was accepted.
- Vote:
 - Margie moved, and Heidi seconded, that the Trustees accept the generous gift of \$2,375 from Feiner Real Estate to the Gift Fund. Passed unanimously.

- Kathie moved, and Heidi seconded, that \$450 be taken from the Gift Fund to pay for six Little Bird Music Classes to be held from mid-April through May. Passed unanimously.
- Other Matters:
 - Kathie will write to Molly Purves to encourage members of the Friends of the Library to attend the Strategic Planning meeting of April 12th, and to ask the Friends to let us know when they are holding a meeting when Trustees can attend.
 - In the next week, Rosa will be posting an ad for a youth and program staff member. This person will replace Julia, who has done a wonderful job, but who does not live in Aquinnah.
 - Heidi announced that her term ends this May, and that she will probably not re-run. She has served for many years, and her business has grown (as have her children!), and her time is just not available at this point. Margie requested that she continue her involvement in the planning of parking for the Library property, and Heidi agreed. She also said that she would consider staying on if no-one else runs.
- Next meeting: Thursday, April 24, 2022, 2:00PM.

Adjourn: 3:14 PM

Respectfully submitted, Kathie Olsen

Aquinnah Public Library
Library Board of Trustees
Minutes – Thursday, January 27, 2022
AMENDED as per meeting of February 24

Meeting convened. 2:10PM

Present: Kathie Olsen, Trustee; Margie Spitz, Chair; Rosa Parker, Library Director

Minutes: Minutes from December 2021 were discussed. Trustee Spitz suggested that the Secretary use the term “unanimous approval” instead of “approved” (or indicate the specific vote). A vote on approval was not taken, until Trustee Vanderhoop could be present.

Old Business:

- The Little Free Library . The box needs to be painted. Olsen has volunteered to do so. Meanwhile, Rosa will order a permanent sign indicating that the box is not to be used for return of library books.
- Library Director Job Description and Contract: Rosa has reviewed the job description and has no proposed changes, so the job description stands. For the future, Margie has indicated that she will review the list of duties put out by the Massachusetts Libraries Board of Library Commissioners and be certain that the job description complies.
- Strategic Plan: Rosa has met with Michelle Eberle, consultant with Massachusetts libraries (she conducted a community discussion for Aquinnah a few years back). They have selected the evening of either March 8 or March 10 for a community brainstorming discussion via ZOOM. Michelle Eberle had requested that the discussion be limited to 10 stakeholders. We agreed that the size should not be limited, and Rosa will inform her.

New Business:

- Library Parking: It is difficult for passengers leaving cars parked on Church Street alongside the library due to the steep embankment. The Town Development Committee is working on parking for the Town Hall area, and Trustee Spitz will try to *contact* them. Rosa will speak with Jeffrey Madison about next steps as the problem requires immediate action. Discussion resulted in the following:
 - MOTION: Trustees and staff are concerned for the safety of library patrons parking alongside the Aquinnah Library. We therefore request that the Aquinnah Highway Department grade the slope and install a safe walkway no later than May 2022. We will cover the cost of *materials as needed*. *Moved by Olsen, second by Spitz. Approved unanimously.*
- Town Report: It’s time to write up the Town Report. Rosa will draft it, putting together all the data and giving it to Spitz. who will then write it.
- FY23 Budget: Rosa reports that she is preparing the budget, and expects no major changes are being considered.

Financial Report:

- The report was discussed, without a formal motion. *Margie* requested that she would like to see *LIG/MIG funds and gift funds* included in the report.

Program Funding:

At Rosa's request, it was agreed as follows:

- MOTION: Two hundred dollars (\$200.00) will be paid for classes every Saturday in February, paid from the gift fund. *Moved by Olsen, second by Spitz. Approved unanimously.*

Other Matters:

- Gifts Received: It was noted that it is acceptable to have gifts acknowledged anonymously. The Aquinnah Library has received three checks – \$3,000; \$1,000, and \$100, all of which will go into the Gift Fund.
 - MOTION: The \$4,100 is officially accepted. *Motion by Olsen, second by Spitz. Approved unanimously.*
- Storm Door Fixed: Rosa announced that the storm door had been fixed, and an invoice had been received for \$240.00 to cover the cost. Spitz requested that Rosa see if CPC funding is still available for this project; if so, that is where the money should come from. If not, the dollars can come from the Gift Fund. It was agreed that it needed to be paid as soon as possible. No formal motion was made.
- Trustee Professional Development: Spitz reported that the Massachusetts Library Trustees Association provides resources for Trustees. Further information is available at their website: sites.google.com/view/mlta/home.
 - MOTION: The Aquinnah Library will join the Massachusetts Library Trustees Association, utilizing funds from the gift fund for now, but inserting the \$100.00 fee into the budget for next year. *Motion by Spitz, second by Olsen. Approved unanimously.*

Meeting Adjourned: 4:10 PM

NEXT MEETING: Thursday, February 24, 2022, 2:00 PM

Kathie Olsen, Secretary of the Board of Trustees