

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

Meeting convened 2:02 PM

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

Review of Minutes: Minutes of M=February 24 and continued meeting of March 10, 2022, approved, as amended. Amendment is to remove reference to Julia’s move from section “Other Matters,”

Old Business

- Strategic Plan: Virtual Strategic Planning session is slated for April 12, 2022 from 6:00 to 8:00 PM. Poster will be prepared and added to the newsletter and sent to the Town mailing list. A reminder is to sent to the Town mailing list on the morning of the event. 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.
- Library Parking: Rosa has three names and will call them and ask for estimates once she has a paragraph from Margie describing what is needed. Rosa will forward Margie’s description to the other Trustees before sending it out to the three candidates.
- Town Report: Rosa and Margie have finished the Town Report and will submit it this week.
- FY 2023 Budget: Rosa is still waiting word on what the COLA for the next fiscal year will be. If there is a dramatic change to the COLA, the budget may have to be adjusted. As a result, Margie moved, and Heidi seconded the following motion: “The Library Director is requested to bring the budget total for Fiscal Year 2023 as close as possible to the MAR.” Motion unanimously approved.

New Business

- By-Laws: Heidi has found a document that includes what are basically the By-Laws for the Aquinnah Library Board of Trustees. Kathie will copy them into the appropriate format and send them as a draft to the other Trustees for discussion at the next meeting.

Next meeting: Thursday, April 21, 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