

Aquinnah Public Library
Library Board of Trustees
Minutes – Thursday, July 14, 2022

Meeting convened at 1:08pm

Present: Kathie Olsen, Chair; Marjorie Spitz, Trustee; Sophia Welch, Trustee; Rosa Parker, Library Director

Review of Minutes: Minutes of May 26 were approved unanimously. Trustees discussed minute keeping and uploading current minutes to both the library website and town website as well as adding library events to the town website calendar.

Old Business:

- *Library Parking/Walkway Project:* Rosa has emailed proposal to Fenner Construction. Marjorie requested a copy of the proposal. Trustees expressed that they would like to have the project completed before October. Project title was changed to “Library Walkway Project”.
- *Little Free Library:* Free Library is up and running and Rosa has been getting great community feedback on it.
- *Outdoor Tables:* Rosa will be calling Eden to order the tables.
- *Aquinnah Library Trustee Bylaws:* Trustees Strategic Plan: Trustees agreed to hold a special meeting in the fall dedicated to governance including the duties and responsibilities exercise. Special meeting will be held on October 20th from 1pm to 3pm.
- *Strategic Plan Update:* Given issues with the server and lack of staff, Rosa has not had a chance to set the goals. Kathie offered her assistance in drafting the goals and will get the draft to Rosa within the next two weeks. Submission of the plan is due December 1st.
- *Library Sign:* Rosa had spoken with Juli Vanderhoop, who’s friend had created her sign. However, the friend did it as a favor. Marjorie’s friend had suggested to not use wood but a different material that sign makers use. Nancy Benoit had suggested that the library reach out to Melissa Patterson. Rosa’s goal is to talk to more people/sign makers about alternatives, suggestions and to get quotes on the new sign. Trustees requested to keep this item on the agenda. Marjorie suggested that they ask folks who were present at the strategic planning meeting to get involved as volunteers including the fundraising for the sign and to drum up enthusiasm.

New Business:

- *Technology Update:* Prior storm took out the server. Rosa has been waiting on Brian Ahearn, Town Tech guy, to fix the server and other equipment but there has been supply chain issues. Technology update is a priority for the fall as the library needs new public computers and a general update. Trustees asked that Rosa get a proposal from Brain for this work.

Financial Report: FY23 has begun. Without access to the server, Rosa could not generate a final report for FY22 for the Trustees to review but felt that there were no issues and is on track. Rosa noted that she would like to know what the current status is for the Friends of the Library financing. Marjorie suggested engaging an annual Friends of the Library meeting. Rosa will reach out to Molly Purves. Trustees briefly discussed short staffing, the budget for staff and advertising. Rosa will be advertising the Library Associate position in the fall which she felt would generate more interest.

Other Matters: Trustees signed the Mass Library Trustees Association membership application. Trustees had previously voted on applying for an annual membership to explore the opportunities it offers but with the change in the Board, application had not been completed.

Next Meeting: Thursday, August 25th, 2022 at 1pm.

Adjournment: 2:15pm

Respectfully submitted,

Sophia Welch