

Aquinnah Public Library
Library Board of Trustees
Minutes – Thursday November 29, 2022

Meeting convened at 1:13pm

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

Review of minutes: 11/10 & 11/17 minutes postponed to next meeting.

Old Business:

Strategic Plan: Strategic Plan consultant was complementary of the library's plan and suggested a few clarifications/edits. Rosa and Marjorie recommended the plan be a 5-year action plan. Trustees approved the goals within the strategic plan but made the following notes/changes to the action plan:

No. 4 – added “investigate possibilities for shading the deck” and separated second bullet note and revised to read “investigate possibilities for expansion”

No. 6 – replaced bullet points with the following two points: “recruit and advertise vacancies to an expanded audience”; and “create opportunity for professional development”

List of attendees removed from forum section and added to acknowledgement section

Marjorie moved, and Kathie seconded to direct Rosa to make recommended editorial changes and approve the amended strategic plan. Vote 3-0, motion carried.

Library Employee Holiday Time: Kathie gave a brief update on the recent Personnel Committee meeting concerning library holiday pay: Personnel Committee will be seeking legal advice as to how to proceed and in the meantime voted to suspend the pay process honoring retroactive pay; committee was supportive of adding language into the personnel bylaws inclusive of this pay process (using language from West Tisbury personnel bylaws), however, any changes to the bylaws will require town meeting approval.

Update Library Associate Job Description: Section IX: Position Grade Level and Time Requirements needed to be changed to reflect current library hours: Tuesday and Thursday hours changed to 11am – 6pm. Kathie moved, and Marjorie seconded to change the library hours in the job description as discussed. Vote 3-0, motion carried.

Technology Update: CLAMS will be sending new equipment. Brian Athearn will set up when delivered. No other updates.

Financial Report: Kathie made a strong request for a financial report to the best that Rosa can.

Other Matters:

Kathie will reach out to Keith Fenner regarding parking area progress.

Christmas Holiday hours – Kathie moved, and Marjorie seconded to close the library the Saturday before Christmas. Vote 3-0, motion carried.

Next Meeting: Tuesday December 20th at 1pm.

Gifts: \$150 donation from Bischoff family in honor of Jay Smalley and Frank Perez; \$150 from Kathie and Charlie Olsen; \$100 from Marjorie Spitz. Kathie moved, and Marjorie seconded to accept the 3 gifts received today to be given to the library gift fund. Vote 3-0, motion carried.

Adjournment: 2:35pm

Respectfully submitted, Sophia Welch, Trustee