

BOARD OF LIBRARY TRUSTEES MEETING

June 15, 2023

(in-person, ZOOM available)

PRESENT: Jeanne Cianciola, Chairperson
Tammy Tedeschi, Treasurer
Pimhatai Koslowsky, Secretary
Virginia Johnson, Library Director

Call to Order/Public Comments/ Reports: The meeting was called to order at 4:15 p.m. by the chairperson. There were six participants, four participants attended virtually via Zoom and two summer interns from the Town Hall attended in person to observe the meeting. No one made any comments.

Reorganization of the Board:

Chairperson - Ms. Tammy Tedeschi motioned to nominate Ms. Jeanne Cianciola for chair. Ms. Pimhatai Koslowsky motioned to nominate Ms. Tedeschi for chair but Ms. Tedeschi declined and stated that she would like to continue as Treasurer as she had some unfinished work to do. Ms. Koslowsky then motioned to nominate herself for chair. Ms. Cianciola seconded Ms. Tedeschi's motion. Vote: Ms. Cianciola, aye. Ms. Tedeschi, aye. Ms. Koslowsky did not vote aye or nay. Motion passed 2-0.

Treasurer - Ms. Koslowsky motioned to nominate herself for Treasurer. Ms. Cianciola motioned to nominate Ms. Tedeschi for Treasurer. Ms. Tedeschi seconded Ms. Cianciola's motion. Vote: Ms. Cianciola, aye. Ms. Tedeschi, aye. Ms. Koslowsky did not vote aye or nay. Motion passed 2-0.

Secretary - Ms. Tedeschi motioned to nominate Ms. Koslowsky for secretary. Ms. Cianciola seconded Ms. Tedeschi's motion. Vote: Ms. Cianciola, aye. Ms. Tedeschi, aye. Ms. Koslowsky, aye. Motion passed unanimously.

Please refer to the Town of Hanover website to view the recorded meeting for more details, [6-15-23 Board of Library Trustees meeting](#).

Minute Approval:

The board voted to approve the minutes of the April 6, 2023 meeting and voted to approve the minutes of the May 2, 2023 meeting at the next meeting

Treasurer's report:

The treasurer reported a balance of \$1,167,169.26 in the John Curtis Free Library account as of the end of May 2023.

Director's Report:

Building issues One of the topics that were most discussed during the Strategic Plan Focus Group meeting on Monday, June 5, 2023, were the signage and better use of the outside space.

Staff issues Staff development day on May 26, 2023. The CPR/first aid training took place at the Firehouse. All staff are certified.

Exhibits Cardinal Cushing display in the big meeting room, Hanover Historical Bonnets in display cabinets

Displays Many for June i.e. Pride month, Ruth Bader Ginsburg (pop-up in honor of the library program, Juneteenth, Authors Like Agatha Christie, Alzheimer's Awareness Month, etc.

Programming - Library Crawl was very successful. Library received a lot of foot traffic during the program. - Kanopy, there might be issues with logging into Kanopy. The library has not received any invoices since January 2021. The library is working on resolving the issue. - Tewksbury library has been sharing their virtual programming. - Children programs, not a lot going on until the Summer Reading Kick-off on July 6, 2023

Director's Activities Many meetings and outreach programs in June

OLD BUSINESS

Library signage update The sign is anticipated to be up by the end of the summer. Once the sign is fully installed, the library will issue an official announcement.

Strategic Plan Update The focus group met on Monday June 5th, 6:30 p.m. Ms. Michelle Eberle, a consultant from the Massachusetts Library System, facilitated the meeting. She will give the director a report two weeks after the meeting. A lot of ideas were generated from the Focus Group meeting. The director is working on some main goals including increasing library visibility, maximizing library space usage, expanding library reach and increasing volunteer opportunity.

NEW BUSINESS

Office Hours Board Member Pimhatai Koslowsky let the board know that she is planning to start a monthly office hour. The meeting will be both in person at the library and virtually on Zoom.

Summer Schedule and meeting time The board will not meet in July and August. The board will consider changing the meeting date and time and will discuss more closer to September meeting

Updated Policies

Circulation Policy: the director has updated the Circulation Policies to clarify the policies regarding the library card as well as add the updated policies regarding automatic renewal and policies for the kits and outdoor games, which were recently added to the circulation. The board discussed that the policies for minors, who are unable to borrow the museum passes, kits and outdoor games are not included in the updated Circulation Policies. The director will check if these policies are listed on the children's page. The board agreed to revisit the updated Circulation Policies in the next meeting in September.

Display Policy: The library has Material Selection Policy and the Materials Reconsideration Form. But we do not have the Library Display Policy. The director drafted the policy and the board will review and discuss more in the next meeting in September.

The director will reach out to the board members around the last week of August to schedule the next meeting in September. The meeting adjourned at 5:05 p.m.

For more details, please review the Video On-Demand on the [Board of Library Trustees](#) webpage for the [6-15-23 Board of Library Trustees meeting](#).

Pimhatai Koslowsky
Secretary

Documents distributed: BOLT agenda for 06/15/2023, Director's report, Updated Circulation Policies, Library Display Policy