

**Meeting of
The Morse Institute Library
Board of Trustees
January 12, 2026
Goodman Trustees Room and Virtual via Zoom**

Call to Order: 3:05 PM by roll call

Trustees Present: Kathleen Donovan, Carol Gloff, Gerry Mazor, Sally McCoubrey, and Anna McMahan

Administration Present: Miki Wolfe, Director; Ruth Link, Assistant Director; Jane Ellen Newman, Community Relations Coordinator

Staff Present: Sara Franciose, Technical Services Supervisor; Jenn Belcher, Information Services Supervisor; Tricia Bates, Circulation Supervisor; Dale Smith, Children's Services Supervisor

Approval of Minutes: A motion to approve the minutes of the December 8, 2025 meeting was made by S. McCoubrey and seconded by A. McMahan. The motion was approved unanimously by roll call (5-0-0).

Public Speak: None.

President's Report:

- K. Donovan reminded the Trustees that each are required to declare, no later than January 20, 2026, any campaign funds raised or spent during 2025. If no funds were raised or spent, this requirement can be met by adding their signatures to list available in the Town Clerk's office.
- The following dates for the Trustees' remaining meetings in 2026 were proposed: February 9, March 9, April 13, May 18, June 8, July 13, August 10, September 14, October 19, November 9, and December 14. All Trustees expressed support for these meeting dates.

Director's Report:

- Facilities Updates
 - HVAC monitoring and adjustments continue. The Facilities team continues to be very responsive to any HVAC issues.
 - The back elevator is still out of service, but the necessary parts have arrived and repairs were begun on Monday, January 12. The repairs are expected to take around three weeks. The front elevator recently received its annual inspection and passed.

- The Town & Pegasus have completed the audiovisual (AV) updates in the Lebowitz Hall and the Community Room. All supervisory, information services and evening children's staff have received training on the new systems. Some minor changes still need updating.
 - There is no new information to report on the Children's/Morse Room carpeting project.
 - For the project to be completed using Community Preservation (CPA) funding, the paperwork has been completed for grant distribution. When funding is available the request for proposals (RFP) will be distributed. The timeline for Phase 2 may be delayed slightly due to unanticipated delays. As this is the first time CPA funding is being distributed in Natick, first year hiccups are to be expected.
- **General Updates**
 - Initial Fiscal Year 2026 (FY26) State Aid to Public Libraries awards were announced on January 12. The initial payment to Natick Public Libraries is \$46,497; 5% of this amount goes to the Bacon Free Library. State Aid to Public Libraries is level funded this year, so awards are expected to be consistent with last year.
 - Amy Sadkin, Director of the Bacon Free Library is retiring in February. The Morse Institute Library Director will serve on the search committee.
 - Minuteman Executive Director Phil McNulty visited the Morse Institute Library on December 12, as his annual check-in visit.
 - The library has received a Connected and Online grant from the Commonwealth of Massachusetts. This award covers the cost of 30 pieces of technology, including the replacement of all public computers across three floors, the addition of more stations in Information Services and Children's areas, white boards for study rooms, and laptops/tablets for outreach. In addition, Town Hall and the Fire Department will receive white board, laptops, and blood pressure cuffs. Note that white boards and blood pressure cuffs do not count toward the 30 pieces of technology.
 - Efforts to obtain Sustainable Libraries certification continue. The staff survey and energy/waste audits are in progress.
 - The library participated in New Year's Eve on the Cochituate Rail Trail (NYE on the CRT). The Bookmobile was at the event, along with Outreach Staff Emily Toombs and Mac McAndrew. Two hundred and five (205) people visited the inside of the Bookmobile that night, and many community members were excited to learn more about their public library and even checked out books.

Overdue Fines Policy

- Minor changes to the Overdue Fines Policy are needed to replace the reference from Speed Reads to Lucky Day collection. A couple of other minor changes were proposed and accepted by the Trustees.

A motion was made by A. McMahan to approve the revised Overdue Fines Policy as amended. The motion was seconded by C. Gloff and approved unanimously by roll call (5-0-0).

- M. Wolfe noted that dates and language could also be updated in Frequent Asked Questions (FAQs), which are not policy, and that library staff are currently working on these updates.

Long-Range Planning Process: K. Donovan reported that it is time to develop the next long-range plan for the Morse Institute Library. As was done for prior long-range plans, a consultant needs to be used to facilitate the process. In addition, the consultant will need to write the new plan. K. Donovan suggested that she and M. Wolfe review, interview and select the consultant, and that S. McCoubrey, M. Wolfe, R. Link and J.E. Newman serve as the Long-Range Planning Steering Committee, working closely with the chosen consultant. No vote was taken, but members generally agreed with this plan.

Meeting adjourned: A motion to adjourn, made by S. McCoubrey and seconded by C. Gloff, was unanimously approved (5-0-0) at 3:35 PM by roll call.

Materials Distributed: None