

**Meeting of  
The Morse Institute Library  
Board of Trustees  
February 14, 2023  
Remote Via Zoom**

**Call to Order:** 3:01 PM by roll call.

**Trustees Present:** Kathleen Donovan, Carol Gloff, Joseph Keefe, Gerald Mazor, and Sally McCoubrey

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

**Staff Present:** Jennifer Belcher, Information Services Supervisor; Rachel White, Technical Services Supervisor

**Approval of Minutes:**

The Minutes of the January 10, 2023 meeting were unanimously approved by roll call.

**Public Speak:** There were no requests from the public to speak.

**President's Report:**

- Ms. Donovan and Ms. McCoubrey reported on the webinar they attended regarding legal issues surrounding meeting room use. Several points were suggested to reinforce meeting room policy to better assure equality in use.
- Ms. Donovan commended Ms. Wolfe and her staff on the outstanding job they did in promoting and running the recent craft swap event at the library. The event was hugely successful in serving various segments of the community and promoting the recycling and sustainability of the town and the library.

**Director's Report:**

- **Facilities Update:** Work on the HVAC system and preliminary work on the flooring projects continues, under consideration is whether carpeting or vinyl flooring would be preferable for the staff areas, which will be addressed first; the front elevator has been taken offline indefinitely having failed a number of times in the past week. Mr. Bill Spratt is in serious discussions with Buckley, the maintenance firm, as to why a more permanent repair has not been done and what further steps will be taken.
- **General Update:**
  - The preliminary budget book has been released and the town report submitted.
  - Meetings continue with Town Hall and Pegasus regarding the Marshall Lebowitz Meeting Hall AV upgrade status.
  - The Outdoor Reading Room selection for the library lawn has been revised due to insurance complications.
  - Three firms specializing in space planning for libraries visited the Morse and design proposals are expected by March 1, 2023.
  - Ms. Wolfe met with the Council on Aging and the Natick Service Council to discuss collaboration possibilities
  - There have been five weddings held in the Prunaret Room over the last month.

- The library participated in the Natick Energy Fair promoting the Library of Things.
- Ms. Wolfe continues to work on staff emergency and onboarding manuals.
- The Librarian's Choice program is returning under the new name Raves and Faves.
- It was confirmed that the bookmobile is now with the body builder.
- In March 2023 Project ABC will be collaborating with the library on a weekly children's program.
- The Craft Swap was attended by almost 900 people over the 2-day event. Nearly all supplies were taken by the afternoon of the first day and the remainder will be donated.
- Ms. Link walked the Trustees through the current status of a new library newsletter format using Savannah software. This software will enable staff to track various patron usage patterns. Response to the launch this month was very positive.

**150<sup>th</sup> Anniversary Update:**

- Anniversary Library cards launched this month and ornaments are available at all desks.
- New programs in the Children's and Adult departments continue to roll out.
- Peace bags and pencil cases made from recycling the peace banners have been sewn and are awaiting labels.

**Meeting Adjourned:** 3:56 PM by roll call.

**Materials Distributed:**

None