

**Meeting of
The Morse Institute Library
Board of Trustees
May 15, 2023
Goodman Trustees Room and Virtual via Zoom**

Call to Order: 11:02 AM by roll call.

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

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

Staff Present: Dale Smith, Children's Department Supervisor; Laurie Christie, Literacy Services; Karen Perkins (retired); Rachel White, Technical Services Supervisor

Approval of Minutes:

A motion to approve the Minutes of the April 11, 2023 meeting was made by Ms. McCoubrey, seconded by Ms. McMahan and unanimously approved.

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

Staff Recognition:

Ms. Karen Perkins was recognized for her 25 years of service to the public at the Morse Institute Library. Ms. Donovan called out Ms. Perkins' leadership of a longstanding book group and the Morse Stitchers, among other contributions. All of the Trustees thanked her for her extensive service and wished her the very best in retirement. (Ms. Perkins and Ms. Christie left the meeting at the end of this section.)

President's Report:

- Spring Annual Town Meeting approved the Morse Institute Library FY2024 budget of \$2,538,556.
- The Library has received a second portion of State Aid in the amount of \$38,700.05. The total State Aid received this fiscal year is \$77,287.47.
- Ms. Donovan and Ms. McCoubrey recently attended a Massachusetts Municipal Association (MMA) webinar on Public Records and Open Meeting Laws. Salient points include:
 - Trustees need to avoid situations that can be perceived as disregarding the Open Meeting Law requirements; e.g., a quorum (3 or more) Trustees sitting together at a session of Town Meeting.
 - Avoid using email except for scheduling purposes and do not use Reply All when responding to an email originally sent to multiple board members.
 - When dealing with time-sensitive matters that arose after a meeting agenda was posted, make sure that such matters are truly time sensitive and absolutely cannot wait until the next meeting.
 - When offering Public Speak:
 - Avoid debate

- Be comfortable leaving matters unresolved.
 - Use language such as “Thank you, you’ve given us a lot to think about.”
- All records are public, including the clerk’s notes (even prior to typing them up as minutes).

Director’s Report:

● **Facilities Update:**

- Work on the HVAC system continues; air conditioning should be functional starting May 15. If the temperature on the second floor reaches 85 degrees Fahrenheit, that floor is closed to the public. This was necessary on three days in April for varying lengths of time. The new chiller installation is planned for October 2023.
- The front elevator is still offline; a contract has been signed for necessary repair. The elevator will be available for transporting donated books only (no humans) between floors on Monday morning, May 22 following the weekend book sale. (Subsequent to the May 15 Trustees’ meeting, Director Wolfe was informed that the elevator is locked and cannot be accessed for even this purpose until it is repaired.)

● **General Update:**

- Director Wolfe and the Town’s Procurement Officer are working together to move forward with the firm that submitted an acceptable space planning proposal.
- Beacon Architectural Associates performed a walk through of the Children’s Programming room. One issue being clarified relates to exhaust from the dryer.
- The Morse Institute Library has ongoing partnerships with:
 - Town of Natick Board of Health to promote Mental Health Awareness Month
 - Joint Farmers’ Market appearance
 - Library tree in lobby with ribbons
 - Natick Public Schools – planning for banned book week/month during month of September and first week of October. Ideas under consideration include making banned book billboard moveable, and T-shirts.
 - Natick PD & Natick Rec & Parks: Barks & Rec or Barks at the Park (JJ Lane Park). Plan to include demonstration by Natick PD dog Coda and possibly one or more comfort dogs. Likely to take place during week of July 17.
- Upcoming events:
 - June 16 @ 10am: PEACE Banner Drop
 - June 16 @ 6pm: Mary Ann Morse Birthday Party & Historic Sampler Discussion (part of the 150th Anniversary Celebration)
 - Outdoor Reading Room Dedications: June 2 @ 11am (Cole Center); June 17 @ 11am (Library); June 26 @ 2pm (Connor Heffler Park)
 - June 16: Call for recipes for Library cookbook
- The Book Bike was displayed at the Farmers’ Market on Saturday, May 13 and was met with much enthusiasm. Many attendees collected various Morse Institute Library swag.

● **Bookmobile Update:**

The chassis for the bookmobile has been received by the company responsible for building out the bookmobile, and the exterior is being built. A meeting to discuss the interior was held on April 12. An expected date for receipt of the completed bookmobile is not yet available.

Scheduling Future Meetings:

The next meeting of the Morse Institute Library Board of Trustees will take place on Monday, June 12 starting at 4:30 PM. Future meetings are tentatively scheduled for the second Monday of each month with a start time of 3:00 PM.

Meeting Adjourned: 11:51 AM following a motion by Ms. Gloff, second by Ms. McCoubrey, and a unanimous roll call vote.

Materials Distributed:

None