

**Meeting of
The Morse Institute Library
Board of Trustees
August 14, 2023
Goodman Trustees Room and Virtual via Zoom**

NOTE: There was no meeting of the Board of Trustees in July 2023

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

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

Trustee Excused: Carol Gloff

Administration Present: Miki Wolfe, Director (via Zoom); Ruth Link, Assistant Director

Staff Present: Dale Smith, Children's Department Supervisor; Rachel White, Technical Services Supervisor; Jennifer Belcher, Information Services Supervisor

Approval of Minutes: A motion to approve the Minutes of the June 12, 2023 meeting was made by G. Mazor, seconded by A. McMahan and unanimously approved.

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

President's Report:

- K. Donovan acknowledged the 10-year anniversary of Barbara Beekman as a page at the Morse Institute Library and thanked her for her dedication and service.
- K. Donovan confirmed the October Trustees meeting will be on October 16th since the library will be closed for Indigenous People's Day on the usual 2nd Monday of the month.

Director's Report:

- **Facilities Update:**
 - Work on the HVAC system continues; chiller delivery on target for late August and installation planned for October.
 - Plumbing issues on the lower level being addressed by the town.
 - Wifi has been upgraded but for a few final tweaks.
 - Process to repair a window leak in the Children's Room progressing; estimated 6-8 weeks before RFP is complete.
 - Staff area floor replacement planning is ongoing.
 - Staff space planner to visit August 17th to begin assessment.
- **General Updates:**
 - Upcoming Events:
 - Summer Reading Logs due August 25th.
 - Adult Movie Night (*Charade*) planned for August 31st :
 - Closing the Garden scheduled for September 12th.

- The new monthly cookbook club to start in September – *The Smitten Kitchen Cookbook* will be the first selection.
 - New England Birds of Prey afterhours Children’s event planned for September 15th.
 - September 18th and every 3rd Monday of the month thereafter computer help classes will be held.
- Miki Wolfe and Ruth Link were selected to attend an MLS two-day Research Institute for Public Libraries (RIPL) conference in September.
- The deadline for the library cookbook recipe collection has been moved as submissions are low. Staff is working on ways to promote the event and incentivize recipe submissions.
- **Summer Reading Updates**
 - Participation increased 131% over last year: Adults – 200 sign ups; Children’s – 324 sign ups; and Teens: 100 sign ups. Director Wolfe saluted Assistant Director Ruth Link for her determination to bring summer reading back and for her strong leadership in working with all department supervisors in this effort.
- **150th Anniversary Update**
 - Weaving at the Library with Stacey Pinwinski created 2 weavings now on display in the Children’s Room.
 - MIL participated in the annual Library Crawl
 - Writing a Legacy Letter with Jay Sherwin is scheduled for September 23rd at 10:00 AM
 - Swag from the summer reading program highlighting the library’s anniversary is still available.
- **fREADom Art Installation**
 - Work is underway to make this an annual event for the library and the community.
 - Agreements were made with MLS, the MBLC, and MLA to help the library promote mini fREADom walls across the state.

Staff Development Day: Director Wolfe requested approval of the Board to close the library on Friday, September 22, 2023 for staff development. A DEI Consultant will be onsite, and an all-staff meeting will be held.

A Motion to close the library on September 22, 2023 for Staff Development Day was made by S. McCoubrey, seconded by A. McMahan and unanimously approved.

Interlibrary Loan (ILL) Policy: The previously distributed ILL policy, largely drafted by the MBLC was discussed at length. Due to the number of questions raised and suggestions made, the Board decided to table further action on this policy for a future meeting.

Meeting Adjourned: 4:01 PM following a motion by A. McMahan, seconded by S. McCoubrey, and a unanimous vote.

Materials Distributed:

ILL Policy draft distributed to the Trustees prior to the meeting.