

**Meeting of
The Morse Institute Library
Board of Trustees
October 16, 2023
Goodman Trustees Room and Virtual via Zoom**

Call to Order: 3:18 PM by roll call.

Trustees Present: Kathleen Donovan, Carol Gloff, Sally McCoubrey, and Anna McMahan. G. Mazor joined the meeting at 4:00 PM.

Administration Present: Miki Wolfe, Director; Ruth Link, Assistant Director

Staff Present: Rachel White, Technical Services Supervisor; Jane Ellen Newman, Community Relations Coordinator; Dale Smith, Children's Department Supervisor; Rose Huling, Bookmobile Coordinator

Approval of Minutes: A motion to approve the Minutes of the September 11, 2023 meeting was made by A. McMahan, seconded by S. McCoubrey, and unanimously approved (4-0-0) by a roll call vote.

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

Staff Recognition: The Board recognized Rose Huling for her 20 years of service to the Morse Institute Library and the Natick community. The anniversary of Rose joining the MIL team is September 29. K. Donovan and other Board members praised Rose's contributions to the library community, including her role in expanding the library's outreach through the highly-valued bookmobile services.

President's Report:

- K. Donovan reported that the Friends of the Morse Institute Library raised \$84,583 in their FY 2023 (September 1, 2022 through August 31, 2023), and gifted \$53,053 to the Morse Institute Library during that time. In recognition of National Friends of Libraries Week, K. Donovan offered the following statement:

I would like to take this opportunity to express the Board's deep gratitude for all the Friends do to support this library. Their successful fund raising comes from the hard work and creative thinking of the Friends' Steering Committee, along with all the hours of help contributed by members who volunteer or otherwise support the Friends.

I would also like to thank the Friends membership for an equally important but less obvious way they support the library, and that is in their role as advocates for the library, spreading the word about library services and programs, and the role the library plays in our community. Now, more than ever, the Board relies upon the Friends to partner with us as vocal advocates for the library and for its collections.

- K. Donovan reported that the DEI workshop funded by the Board and offered on September 22 to staff was very well received. Several staff members have thanked K. Donovan for Trustees' funding of this opportunity.

Director's Report:

• Facilities Update:

- Work continues on the HVAC system. The entire electrical system must be shut down to do necessary work. The shutdown will occur on November 10, when the library will be closed for the Veterans' Day holiday.
- Planning for the staff area floor replacement is ongoing. The flooring representative visited the library and made the following recommendations:
 - Lower Level: luxury vinyl tile (LVT) with water-protective layer
 - 1st Floor: LVT/Rubber combination
 - 2nd Floor: carpet tile
- Planning for the upgrade to the Children's Programming Room continues, and the RFP is in progress. The contractor posed additional questions on September 22.
- Parts have been received for the front elevator, and the necessary repairs are estimated to be completed in December.
- The staff space planners visited a second time with initial recommendations for staff spaces. M. Wolfe showed draft floor plans for staff areas on each floor.

• General Updates:

- The State Aid report is complete and has been submitted. The final section of this report incorporates information from both the Morse Institute Library and the Bacon Free Library.
- The DEI all-staff workshop held on 9/22 was, in the words of one staff person, "Not like other DEI sessions as a one/done." Staff were excited about the day's activities and future opportunities to work with the consultant. The DEI speaker plans to tour the library, and has reviewed the library policies and is expected to provide suggestions for improvement.
- The movie *Mooch* will **not** be filming at the library. Timing & expectations were not a match.
- National Friends of the Library week is October 15-21 this year. The library is offering a gift to the first 35 Friends members visiting the front desk.
- The Joseph Keefe Bookmobile is expected to be finished at Farber in the next six weeks, and may be delivered to Natick by the end of December. The Bookmobile Committee asked for Board members' input on one item.
- The Craft Swap attracted 380 people over two days. Attendees were enthusiastic, as demonstrated by the following quotes:
 - "I was so happy, I didn't want to leave."
 - "This library is the best!"
 - "This is amazing and amusing and I love it."
 - "I've been looking forward to this all year."

Middlesex Savings Bank Charitable Foundation Grant: M. Wolfe reported that a grant previously awarded by the Middlesex Savings Bank (MSB) Charitable Foundation could be repurposed for the Children's Programming Room. The MSB Charitable Foundation requires a vote by the Board of Trustees to accept this grant for its new purpose.

A motion to accept the MSB Charitable Foundation grant of \$20,000 for the Children's Programming Room was made by S. McCoubrey, seconded by A. McMahan, and approved unanimously (5-0-0) by roll call vote.

Meeting Adjourned: 4:20 PM following a motion by S. McCoubrey, seconded by C. Gloff, and a unanimous (5-0-0) roll call vote.

Materials Distributed:

None