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Library Board of Trustees  
Edgartown Public Library  
26 West Tisbury Road, Edgartown, MA  
**MINUTES**

Meeting of Thursday, December 10, 2020

Meeting attendance by remote participation only due to Covid-19.

Meeting called to order: 3:07 PM

**Trustees in attendance:** Olga Church, Herb Foster, David Faber, Julie Lively, Denise Searle

**Noted absence:** Justine DeOliveira

**Guests:** Lisa Sherman, Library Director; Carol Swiech, Friends of the Edgartown Library

**Review of Minutes:**

**MOTION:** To accept the minutes of the November 12, 2020 meeting.

**MOTION:** Julie Lively, **SECOND:** Olga Church

**ACTION:** Unanimous

**Friends Report:** Carol Swiech, Friends of the Edgartown Library

- Last regular meeting, brief recap: Thurs. Dec. 3 @ 9:00am
  - Annual appeal letters have brought in approx. \$7k to date
  - Why I Give initiative to be rolled out in the coming months
  - Board of Trade partnership to come in collaboration with what Elyce is doing in the Children's Room
- Development Committee report
  - The Cmte is working with Lisa to develop a list of major giving opportunities, for example an education fund, expansion of tech offerings at the library, music lessons/opportunities with library instruments (piano, guitars)

**Director's Report:** Lisa Sherman, Library Director

- FY21 Budget Report
  - Materials spending has been more focused on filling digital requests. Hard copies are still continuing to be purchased (and checked out regularly), but emphasis is on digital content.
- FY22 Preliminary Budget Proposal
  - Budget proposed for next year reflects a 1.46% increase over this year's budget. Department heads were asked to keep operating budgets flat and overall budget increases not above 2%.
  - FY22 FinCom budget review meetings will occur between Jan. 4-29
  - Annual Report is due to Town Admin on Jan. 4<sup>th</sup>

**MOTION:** To accept the FY22 Preliminary Budget as presented.

**MOTION:** Olga Church, **SECOND:** Julie Lively

**ACTION:** Unanimous

- Current Library Services
  - WSJ, NYT, and Brainfuse are all now remote online options offered for free from the library
  - Virginia's programs have been incredibly popular and well attended. Her most recent It's a Crime series with Arnie Reisman had over 100 participants signed up, and a 15+ person wait list.
  - Elyce's window has also been very popular. She's got regular craft bags prepared every day and has an opportunity to see some of her young patrons through her back door pickup window.
- Open Meeting Law Training for all boards annually; an email from the Town Clerk is to come, and Lisa will forward it to the board.
- Annual Campaign Finance Report Forms – due to the Town Clerk by 1/20/20. Denise forwarded Form M102 to all board members at the meeting, Lisa will send a follow up email with the attachment.

#### Building Operation Updates

- Children's Garden Patio & Gate: Children's Garden project falls within the category of a public works project, and must go through the municipal bidding process. Lisa is working with James Hagerty to complete an IFB packet.
- Circulation desk furniture is expected to be delivered in mid-January
- Website redesign project is starting next week with Clearpeak Interactive

#### Fundraising/Gifts Received

**MOTION:** To accept \$1,000 from the Friends

**MOTION:** Herb Foster, **SECOND:** Olga Church

**ACTION:** Unanimous

**MOTION:** To accept \$65,000 from the Edgartown Library Foundation, to be held in the library's FFE&IT account (#3324215) to fund items outlined in the accompanying letter from the Edgartown Library Foundation.

**MOTION:** Herb Foster, **SECOND:** Julie Lively

**ACTION:** Unanimous

#### New Business

- Julie asked Lisa to compile statistics showing both in-house hard copy circulation vs digital circulation (per day, within a specified window of time) for the next meeting.

Next meeting date: Thursday, December 10 @ 3pm

**Meeting adjourned:** 4:13 PM