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

Meeting of Thursday, December 12, 2019

Meeting called to order: 3:00 PM

Trustees Attending: Justine DeOliveira, David Faber, Herb Foster, Julie Lively, Olga Church & Chris Scott

Guests: Lisa Sherman, Edgartown Library Director, Carla Cooper, Energy Committee, Ellie Bates, President of the Friends of the Edgartown Library

Motion: Accept the minutes of November 14, 2019 as presented

Motion: Olga Church, **Second:** Justine DeOliviera

Action: Approved unanimously

Friends Report: Ellie Bates, President of the Friends

- The December Open House was a very successful Friends event. 75 poinsettia plants were sold, and there were several raffles.
- At Dine to Donate events at Lucky Hanks & the Wharf in Oct/Nov, \$365 in total was raised (\$300, Wharf; \$65, Lucky Hanks)
- Friends were well represented the MVLA all-island Friends meeting on Nov. 21. A January all-island Friends meeting is being planned by the Friends of the OB Library.

Guest: Carla Cooper, Energy Committee re: ATM warrant for car charging stations @ the library

- The committee has been looking for a location in Edgartown to install 2 charging stations (each accommodates two electric cars and takes up two parking spots.)
- The Energy Committee believes that the library parking lot and park and ride lot are the best options
- Presently there are available funds from Eversource to cover the installation, the town has to purchase the units. An article to purchase these has been submitted for the 2020 ATM warrant.
- The charging station configuration would have the capability to expand to ten charging stations in the future.
- Options to acquire charging stations includes the town leasing or purchasing stations.
- There was discussion regarding the elimination of four library parking spots for regular library parking, as parking is already a major issue during high season. Installation of these units with the intention of expanding in the future to ten commercial charging stations in the library lot was not considered to be a feasible option by the board.
- Installation of units in the school parking lots was recommended.

Director's Report: Lisa Sherman

- Review: FY20 Budget Report & Library Statistics
 - The FY21 proposed final budget has been submitted; budget shows a 2.37% increase over last year, due to salary step increases and the resulting materials requirements increase.
 - Lisa pulled the YA position request from the FY21 requests to FinCom/BOS. The next year will bring much change to staffing due to the reference job change, and Lisa would like to wait until next year to re-examine the development of a FT YA librarian position.
- MVLA all-island Trustees meeting on Nov. 20 – Olga and Lisa reported that the meeting was not well-attended or well-prepared.
- Foundation funds – update: Lisa spoke with Emily Bramhall at the Permanent Endowment regarding the Professional development fund for Edgartown Library Staff. The fund will be opened with approx. \$70k, and will be available for staff education after the first year at the approval and discretion of the library director. Future contributions to the fund will be possible. An internal procedural document will be developed that will outline staff guidelines and procedures.
- Staffing update: Two part-time staff members - Morgan Stanley Kominers and Marlan Sigelman – have resigned due to housing issues, and Claudia Taylor will be leaving at the end of December to continue her studies.

Board Resignation: Chris Scott announced his resignation as Library Trustee. The board will submit a letter of support to the Board of Selectmen to appoint Denise Searle to fill the remainder of Chris's term.

Library Policies:

Motion: Vote to approve revisions to three existing policies: Library Mission and Values, Fundraising and Donations, and Unattended Personal Belongings

Motion: Julie Lively, **Second:** Olga Church

Action: Approved unanimously

- Policy revisions slated for the January 2020 agenda:
 - Circulation Policy
 - Safety of Children Policy

Building Updates and Issues:

- Lisa and the staff have identified for areas of leaks in the ceiling: corner conference room, kids room clerestory, 2nd floor near FIC D, and staff room ceiling near Tom's desk. Capeway arrived on Dec. 11 to conduct maintenance, but it was snowing and they were unable to do anything. Lisa is attempting to reschedule roof maintenance as soon as possible.
- The rep from 3M who installed window film at the school did a walkthrough at the library. Lisa will submit an RFQ to install the film on first floor and interior glass, but only after getting front and back door locks changed from manual to automated.

- Lisa is talking to the school once again about installing an additional light on exterior street-side wall of the 6-8 wing in order to improve visibility for patrons to the library's parking lot.
- Lisa informed the board that James Hagerty has recommended that the BOS and BOT write a joint letter regarding removal of the Verizon pole in front of the library.

Fundraising/Gifts Received:

- **Motion:** Accept \$1,000 gift from the Friends
- **Motion:** Olga, **Second:** David
- **Action:** Approved unanimously

Next Meeting:

Date: Thursday, January 9, 2020

Time: 3:00 PM

Meeting adjourned: 4:46 PM

Respectfully Submitted,
Herb Foster
Secretary to the Library Board of Trustees