

**DIGHTON PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
August 11, 2022
6:30 PM**

Due to the increasing concern surrounding the Coronavirus pandemic, this meeting was open to the public through the Zoom Conferencing platform. A recording of the meeting was aired on Comcast Local TV 9 and posted on the Town of Dighton YouTube Channel.

Call to Order Trustee Meeting Started at 6:35.

This was a hybrid meeting with adequate and accessible access through Zoom.

Roll Call – In-person participants: Ron O’Connor, Chair; Rita Araujo, trustee; Ann Meitzen, trustee; Jocelyn Tavares, library director

Zoom participants: none present

With a virtual meeting, a roll call vote should be taken, so that it is absolutely clear what the outcome of the vote is. The meeting must be completely audible. The meeting is recorded.

Ann moved to approve June 23 minutes. Rita seconded.

Ron O’Connor: Aye
Rita Araujo: Aye
Ann Meitzen: Aye
Motion carries.

Old Business

- The town closed on 207 Main Street on July 28, 2022. Town Administrator Mullen wishes to put together a working group to prepare for the building. He did not want the group to get too big. Candidates include: Jocelyn; Ron; Britt representing staff; Pat Gales for the Historical Commission and Friends; Michael Mullen; Jonathan Gale, the ADA Coordinator; Jim Aguiar the building commissioner; and Marc Tavares, a patron and commercial architect. Discussed ways to include the community in decisions for buy-in and transparency of the project. Ron suggested Listening Sessions with the Community; Rita asked about teen participation. Ron asked about the \$200,000 earmark. Jocelyn believed it made it through to the Governor’s signature.
- Commonwealth was revisiting the Pandemic Flexibility guidelines to return to an in-person public quorum. The flexibility guideline was extended to March 31, 2023. The extension allows remote meetings without a quorum of the public body physically present at a meeting location.
- Discussed the training available for Trustees by the Massachusetts Board of Library Commissioners (MBLC). Massachusetts Library System (MLS) provides training. It is an org that supports libraries. Also mentioned Webjunction as a source of training.

New Business

- Statistics were discussed and explained. They included the end of fiscal year 22 and the beginning of fiscal year 23. Statistics further broken out by audience format and card profile: children, teen and adult usage. Explained new comparison metrics and electronic usage metrics.

- Payroll and bills were approved and signed. Explained the Department expectations of the Town Administrator.
- Explained the ARIS report. ARIS report was signed by the Chair.
- To remove Dighton from the Construction waitlist, the Town Administrator needs to send a letter indicating removal to the Executive Director of the MBLC.
 - Rita moved to authorize the Town Administrator to send a letter to the MBLC to remove Dighton from the Library Construction Program waitlist. Ann seconded.

Ron O'Connor: Aye
 Rita Araujo: Aye
 Ann Meitzen: Aye

Motion carries. Ron expressed his thanks to the Town Administrator for doing this.

- The library will be closed the Saturday of Labor Day weekend (September 3).
- Discussed the capital outlay process for Fiscal Years 2023 - 2028. Requests are due to the Town Administrator by September 23.
- The library is a town location that will be distributing covid at-home tests to residents.
- Discussed Volunteer Recognition program. Ron will draft a letter to Mason Tavares for the next meeting. Jocelyn mentioned he was instrumental to the outreach in the parks last summer. Tie in National Library Week and National Volunteer Week, which are the same week. Volunteer program is much smaller due to the covid-19 pandemic. A need for recruitment was acknowledged.
- Discussed the elements the Laptop borrowing policy should include: responsibility of the device; can't save personal documents; recordkeeping requirements at a minimum. Desire to include an acknowledgement form that can double as the audit requirements of the federal grant, signed for each time borrowed. Also discussed hotspots. Trustees recommended a one week loan with a renewal for both items. Also need to develop a maintenance program for when things are returned.

Questions/Input
 Friends

- Friends meeting on Thursday, August 18 at 6:30. Discussed potential Trustee attendance. Jocelyn is attending over zoom.

Personnel

- No update, but a note that Jocelyn will be taking vacation the week of August 15. This was mentioned in the Payroll agenda item.

Correspondence
 Upcoming Programs

- Discussed upcoming plans or ideas for programs.

Adjournment

Ann moved to adjourn the meeting. Rita seconded.

Ron O'Connor: Aye
 Rita Araujo: Aye
 Ann Meitzen: Aye

Motion carries. Meeting adjourned at 7:30.