

West Tisbury Free Public Library  
Board of Trustees  
Monthly Meeting Minutes

APPROVED May 17, 2021

Date: April 21, 2021

Trustees Present: Rob Hauck, Lynn Hoeft, Fran Finnigan, Wendy Nierenberg

Trustees Absent: Wayne Smith, Elaine Barnett

Director: Alexandra Pratt

Minutes: Minutes of last meeting approved with the correction that the evaluation form used for director was not that used for other town officers.

Director's Report:

- Attendance for meetings, help appointments, and virtual events continues to be level or above pre-Covid times. Patrons from off-island are taking advantage of library services.
- The Friends of the library are considering a book sale this year.
- A LSTA Grant focusing on gardening has been submitted to MBLC.
- Almost all staff has received one dose of Covid vaccine.
- On-island library directors are discussing "opening" plans.
- Library HVAC system has leaks and corrosion. Arrangements for new parts, and service to the system are being handled by Louis de Geofroy,

New Business:

- Rob attended the Energy Committee and reported on the Clean Energy and Resiliency (CLEAR) REPORT on the Library, Town Hall, Howes House, Fire Station #1, and the Public Safety Building.
  - The Clear Report recommended LED lighting, occupancy sensors, a heat pump for hot water, rewiring the emergency panel, and an emergency generator. Rob pointed out the list of changes in the five town buildings is considerable, but if the location and extent of solar panels is temporarily set aside, the Library's task are straight forward. An unanswered question for the Energy Committee is who will see that the CLEAR recommendations are carried through.

- Rob raised the question of whether the Board, working with the library director might play a proactive role in implementing the energy recommendations.
- Wendy clarified the mission of the board as one which specifically oversees the hiring the Director and creating Policies and Procedures and suggested that this be discussed further.
  - Rob said he would look into whether the Climate and Energy committees really need help in implementing the Clear plan as it relates to the library.
  - Rob inquired about the process by which building maintenance is handled. Alexandra explained that she fills out a form and passes it along to the town manager Jen Rand. If the amount is for less than \$2000, the job does not need to go out for bid and a local trades person can be hired. Louis de Geofroy acts as a facilities manager although that is not his official title.
- The Art Policy: Policy is in the process of revision. Rob questioned whether exhibitions had to be both virtual and in the library.
- He also questioned the number of images an exhibitor must submit to the committee for consideration. The policy reads, "no less than 25 and no more than 75". Alexandra will consult Lauraye as she wrote that recommendation. The discussion and revisions will continue.
- Rob also questioned whether the policy should state preference in favor of being open to all types of art. The text reads: "Preference will be given to work that is of community or library interest, such as book illustration, local scenery or personae, classroom/group projects, or work of historical interest in the form of photography, letters, or memorabilia".
- The Landscape Sub Committee is pushed to next month when Wayne Smith returns.
- Director's Evaluation was sent to the board by Wendy who collected feedback from staff. The feedback was uniformly positive and acknowledged Alexandra's diligence, patience, and good humor.
- Rob will work with Alexandra to complete the Town's personnel evaluation form.
- The Board expressed its appreciation of Alexandra's skilled management of the library for the past year.
- Wendy will pass the evaluation on to the town.

- Reopening: Alexandra, in conjunction with Omar Johnson, town Health Official, foresees a limited opening the second week of May, with a "soft opening" the week before for The Friends and Foundation.
- On Mondays and Tuesdays the library will offer 3 one half hour slots with 10 appointments each to adult patrons.
- Wednesday and Thursdays teens and young adults can make appointments.
- Saturdays, families can schedule 20 minutes in the Children's Room between 10am and 2pm.
  
- Poet Laureate: As per an earlier decision, Spencer Thurlow will remain the town Poet Laureate for another year.

**New Business:**

- Elaine Barnett has submitted her resignation from the Board. The Board seeks a candidate to fill the post for 1 year.

**Unanticipated topics: None**

**Correspondence received: None**

**Adjournment: 6:58pm**

**Next Meeting: May 11, 2021**

**Submitted by: Fran Finnigan**