

West Tisbury Free Public Library **APPROVED February 9, 2021**

Board of Trustees

Monthly Meeting Minutes

Date: January 12, 2021

Trustees Present: Fran Finnigan, Wayne Smith, Wendy Nierenberg, Rob Hauck, Lynn Hoeft, Elaine Barnett

Director: Alexandra Pratt

Minutes: Minutes of Dec.13, 3020 meeting accepted without objection.

Director's Report: Alexandra reported on the success of children's and adult programs with attendance numbers, building heating system problems, and patron feedback and correspondence. Adult attendance in on-line programs was greater than the previous year's in-person attendance.

New Business: • HVAC heating system is malfunctioning resulting in the temperature of the library taking all day to reach 72 degrees for which the daytime thermostats were set. Lowe Heating is working with the original HVAC installers to diagnose the problem. Space heaters are being utilized.

- Rob is preparing the Library Report which will be included in the Annual Town Report. Alexandra will forward her Director's Reports for the year to assist in the preparation. With agreement from all Trustees, Rob wants the 2020 document to reflect the challenges faced by the library during the pandemic and the extraordinary efforts required to maintain and expand services. He will include new procedures and programs, attendance, and performance outcomes.
- Rob and Lynn are standing for reelection this year. Nomination papers are due into the Town Hall on March 9. Discussion centered around how signatures could be obtained; Wendy suggested a call to the Town Administrator. Wayne suggested a couple of trips to the Post Office!
- Rob would like the Trustees to get back on the schedule of reviewing Library Policies and Procedure which had been part of the monthly meetings prior to Covid19. He suggested Trustees refer to the Pocket Version of the Trustees Guide for obligations within their purview.

- Rob, Fran, and Wendy will receive and review a specific Policy or Procedure and suggest possible revisions to keep them relevant and up-to-date. Discussion will follow at the next Trustees meeting.
- Island Library Directors do not anticipate building opening before March. Board of Health Officials are not comfortable with Covid case numbers at this time.
- Alexandra was invited to a meeting with the Finance Committee on February 2, 2021 to help them understand the library budget items involving increased staff salaries. Rob and Wayne will attend with her. She will share the link for those Trustees who might want to attend.
- Work on the Strategic Plan, required of all libraries in order to receive State aid, will begin sometime this spring and be finished in the fall. There will be class offered to help library staff prepare the plan. The class is open to Trustees as well.

Unanticipated topics: None

Correspondence received: Included in the Director's Report

Adjournment: 6:05pm

Next Meeting: Tuesday, February 9, 2021 at 5:30pm.

Submitted by: Fran Finnigan