

# Fairmount Community Library

## Board of Trustees Meeting Minutes

January 18, 2023

### Call To Order

- A meeting of the Fairmount Community Library Board of Trustees was held at Fairmount Community Library and was called to order at 7:40 PM.
- Attendees included Becky Ponza (President), Mike Ranieri (Vice President), Mary Clifton (Treasurer), Rachel Gibson (Secretary), Ali Chamberlain (Board Member), Jennifer Grant (Board Member), Natalie Hempson (Board Member), Carol Charboneau (Board Member), Allison Earl (Board Member), and Brenda Shea (Library Director).

### Approval of Meeting Minutes

- December meeting minutes were approved unanimously (Ali motioned, Mike seconded).

### Period for Public Expression

- No members of the public attended the meeting.

### Election of Officers

- The following slate of officers were presented for 2023; the Board unanimously approved.
  - Becky Ponza, President
  - Mike Ranieri, Vice President
  - Rachel Gibson, Secretary
  - Mary Clifton, Treasurer

### Committee Membership Assignments

- The Board reviewed the existing committee assignments.
  - HR/Policy: Becky, Mary, Brenda, Lisa
  - Strategic Planning: Becky, Jen, Allison, Brenda
  - Construction/Facility: Rachel, Mike, Carol, Natalie, Brenda
  - Personnel: Rachel, Ali
  - Board Development: Becky, Brenda

### Treasurer's Report

- Mary reviewed the Treasurer's report, and all accounts are in order; the construction grant dollars were received in December and now reflected in the accounts.

### Director's Report

- Brenda reviewed the Director's report, and discussed several outreach activities in the coming weeks, including activities at the Hancock airport, Baltimore Woods, and more.
- Brenda also discussed several regular programs that are starting up in the spring, including: homeschool science, preschool prep, recipe-in-a-jar, and more.

### Old Business

- Tax Levy

- The Board discussed the possibility of asking for more than the 2% tax cap; Brenda received resources regarding this potential request.
- The Board agreed to table the final vote and decision on this increase for the February meeting.
- Estimated Future Construction Needs
  - The Library would need three (3) ADA compliant doors, Smart TV for the community room, green spaces in front and behind, and paneling for the main floor.

### **New Business**

- Discussion of Architect Update on Renovation Plans
  - The Board discussed the presentation from the Architect's renovations plans.
  - Given the estimated cost of the proposed design, the Board discussed phasing of the renovation in order to best use the construction grant. Some of the potential changes discussed included: limiting the footprint of the new circulation desk (and changing from a "U" shape to an alternative), keeping existing stacks for future renovations, finding ways to save on costs of furniture, removing the proposed computer station (allowing for the bar/table set up near the window and the circulation desk to fulfill that purpose), and ensuring the changes to the lower level children's area and the main floor renovations (i.e., moving the circulation desk and creating a teen space) take precedent.

### **Committee Updates**

- HR/Policies (Becky, Mary, Brenda, Lisa)
  - Nothing reported or discussed.
- Strategic Planning (Becky, Jen, Allison, Brenda)
  - Jen, Brenda, and Becky met to discuss the focus areas for the future strategic plan; this will include input from patrons, trustees, and the Library employees.
  - The committee will present potential focus areas at an upcoming meeting for Board review and discussion.
- Construction/Facility (Rachel, Carol, Lisa, Mike, Natalie, Brenda)
  - See notes above regarding the construction topics.
- Personnel/Performance (Ali, Rachel)
  - Trustee Training Tracking
    - Trustees are now required by law to complete 2 hrs each year; we have a shared Google doc to track any tracking time.
  - Director's Performance Review
    - The Board reviews for Brenda's performance review were compiled in December; however, Becky and Brenda will meet to review the compiled notes. Brenda's self-evaluation will be reviewed by the Board and conclusion of this topic will be in February.
- Board Development (Becky and Brenda)
  - Nothing reported or discussed.

### **Any Other Business for the Board**

- Trustee Advisory Committee Update
  - Training opportunity 3/28 5:30-7:00.
- 2023 Trustee Conflict of Interest Form
  - The Board reviewed and completed the Conflict of Interest forms for 2023.
- May meeting

- Becky is out of town; Mike will step in to run the meeting

**Adjournment**

- Meeting adjourned at 8:37 PM.
- The next meeting is scheduled for February 15, 2023.