

# Fairmount Community Library

## Board of Trustees Meeting Minutes

June 21, 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 7:03 PM.
- Attendees included Becky Ponza (President), Mike Ranieri (Vice President), Rachel Gibson (Secretary), Jennifer Grant (Board Member), Carol Charboneau (Board Member), Natalie Hempson (Board Member), Allison Earl (Board Member), and Brenda Shea (Library Director).

### Approval of Meeting Minutes

- May meeting minutes were approved unanimously (Natalie motioned, Mike seconded).

### Period for Public Expression

- No members of the public attended the meeting.

### Treasurer's Report

- Mary reviewed the Treasurer's report, and discussed that the revenue and expenses are typical for this time of year; nothing unique to report or discuss.
- The May treasurer's report was approved unanimously (Jen motioned, Allison seconded).

### Director's Report

- Brenda reviewed the Director's report, and discussed the receipt of a mini-grant, which will fund the purchase of a flat screen monitor for the community room to be used for classes and programs. The TV will be purchased in the fall once the community room is back to usual use (after construction).
- In the past month, outreach to local preschools promoted upcoming summer offerings, and flyers were sent home for grade school kids. In addition, the Library is partnering with Westhill PTA for a "Welcome to Kindergarten" event in the fall.

### New Business

- Senator Mannion Operational Award Funding
  - The Library was awarded \$10,000 from Senator Mannion's office, which will be utilized for the facility upgrades.
- Summer Reading Sponsors
  - Outreach to local businesses will start, and includes two new sponsors for this summer so far. Sponsors are still needed for the STEAM kits, Robotics camp, and more.

### Committee Updates

- HR/Policies (Becky, Mary, Brenda, Lisa)
  - Nothing reported or discussed.
- Strategic Planning (Becky, Jen, Allison, Brenda)
  - Draft Strategic Plan
    - The committee presented the 3-year strategic plan, with four focus areas and multiple goals (listed below), each of which has key strategies to attain the goal.

- Goal 1 (technology advancement) : expand the Library's technology resources to modernize and better meet patrons' needs.
- Goal 2 (technology advancement): heighten patron and staff capacity to use technology with greater confidence and incorporate more .technology and innovation into programs, services, and operations
- Goal 3 (facility enhancements): reimagine the library facility inside and out to optimize space use and enhance the patron experience
- Goal 4 (facility enhancements): provide a welcoming, service-focused library that accommodates and appeals to a wide variety of patrons and needs.
- Goal 5 (community connections): bolster community awareness of the resources and services offered by the library through expanded community partnerships and outreach.
- Goal 6 (community connections): cultivate new philanthropic partnerships and explore funding opportunities to elevate the services and programs offered by the Library.
- Goal 7 (programs for all): Continue to deliver high quality innovative childrens' programs that meet patrons needs.
- Goal 8 (programs for all): Advance and promote more programs uniquely focused on teens, adults, and other underserved groups in the community.
- Construction/Facility (Rachel, Carol, Lisa, Mike, Natalie, Brenda)
  - Contractor Selection & Project Timeline
    - Received three (3) bids based on the RFP and discussed what was reviewed. Lisa and Brenda met with SOE for office furniture, and they will be able to price-match on items needed.
    - Additional conversations with the architect regarding the conflict of interest with one of the potential vendors. We are waiting for final information regarding testimonials.
    - The project schedule is tentatively to start in July with completion in November 2023.
    - Vendor approval pending final testimonials and will be officially approved by the Board via email in the following week.
- Personnel/Performance (Rachel)
  - Nothing reported or discussed.
- Board Development (Becky and Brenda)
  - Nothing reported or discussed.

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

- August Meeting
  - The Board will not meet in August, but tentatively will have a walk-through of the construction progress on August 23rd (in lieu of a meeting).

#### **Adjournment**

- Meeting adjourned at 8:12 PM.
- The next meeting is scheduled for July 19, 2023.