

Sharon Public Library Board of Trustees  
Regular Session  
November 29, 2023, 7 p.m.

**Attendance:**

Trustees: Carolyn Weeks, Cheryl Weinstein, Sarah Windman, Cheryl Rosenfeld

Library Staff: Lee Ann Amend (Library Director)

Absent: Wendy MacArthur, Sherrie King

Guest: Chuck Goodman

The meeting was called to order by Cheryl Weinstein at 7:01 p.m.

**Approval of Oct. 18 minutes:** approved by consensus.

**Reports:**

**Treasurer**

- Harbor One account balance: \$2,034.78
- Eastern Bank account balance: \$546.37

**Budget**

- Looks good. Next month our line item will go up for state aid, we will be up to \$100,000

**Friends:** Carolyn:

- We have a new member
- Trying to sell some books on eBay
- Friends will have a table at the Town Meeting tomorrow night
- Charlotte Hogan to publicize Friends events to the schools

**Foundation**

- We kicked off the 1,000 for \$1,000 campaign today; postcards have gone out
- At the next meeting I hope to have a list of names for approval

**Director's Report** Attached. In addition:

- Staff evaluations have been completed.
- We requested another plumber to come. New urinals/toilets are battery operated--when batteries die, they either flood or don't flush.
- Emergency lights have been fixed in the stairwell.
- We've replaced the sandbags.
- We replaced the custodial vacuum cleaner. We need to have the old one fixed as a backup.
- The lower foyer carpet has been replaced.

- New library: we discussed camera placement with the architect. The new library building will have a key fob system. We discussed operable vs. nonoperable windows, and changed a lot of the operable ones to nonoperable to be better for both energy use and security.
- We identified the need for a roving professional librarian, we've increased the number of hours, this person now is helping with evening coverage. We want to increase this position to full time for FY25.
- We're reviewing new collections/collection placements for the new library, making sure it all will fit.
- We had a library card drive in October and issued 115 cards for grades K and 1.
- Our action plan is completed and submitted to the state. Awaiting approval.

**Trustee Business/Items of Interest:**

- Discussion of donation policies: According to our attorney, no public building should be collecting money or items for nonmunicipal purposes.
- FY25 Budget: Centralized maintenance. The DPW wants control over work that needs to be done at the library and to not need to coordinate work with Lee Ann. Our MLBC rep suggests we have a memorandum of understanding. Canton has this but still coordinates work through the library director. We put together points of discussion and will meet with Fred next Tuesday. We need a full-time custodian for the new building; extra if the decision is made to open on Sundays. But we can cut hours from other days. We will discuss this once we're in the new building.

Meeting adjourned at 7:31 p.m. by consensus.

Next meeting--Dec. 13, 2023

Respectfully submitted,

Cheryl A. Rosenfeld  
Secretary, Board of Library Trustees