

Bolton Public Library  
Board of Trustees  
2022-12-13 5:00 PM  
Meeting Minutes

December 2022  
Minutes  
Corrections.

Attendees: Don Lowe (Town Administrator), Kelly Collins, Pam Czekanski, Caroline Robertston, Robert Zak.

Agenda:

1. Approve Minutes: Motion made (RZ); seconded (PC); approved unanimously.
2. Director's Report
3. General discussion with Town Administrator Don Lowe
  - a. FY24 budget request:
    - i. Increase of 5 Hours for Young Adult Librarian. Application to Town HR Directory and Town Administrator approved. This to better serve 18 and under patron population (currently ~50% of Library usage).
    - ii. Adding some money for travel (zero'd during Covid19 Pandemic)
    - iii. Computer Hardware currently in budget as placeholder. Likely to be transferred to Town IT budget (per tradition)
    - iv. Wage/Comp Survey – being presented to Advisory and Select Board; to be discussed at January 12, 2023 Select Board. In two pieces – to move forward in the budget; and to adjust the grading category.
  - b. Projects, including those with DPW
    - i. Insurance on Town Building: Company and possible claim
    - ii. Seeking Architecture Guidance on long term repair of historic windows in 1908 Library Building: Note that ~~Kathy~~ Kathy Kang (who worked with Town on other projects) has retired and is not available. *Kaffee*
    - iii. Grants: Expecting feedback December 20. ~~Accessibility Power Assist.~~
  - c. Long range planning
    - i. Updating 2015 Plan: Kelly to contact Town Treasurer re: contractor that the Trustees have hired so this Town engagement of services can be tracked.
    - ii. Connection w/ Master Plan:
      1. Caroline to follow-up with Bob Roehmer
    - iii. 3 meetings: 8 hours
      1. Advertise in Paper; Seeking Volunteers; Meetings likely to be over zoom.
      2. Bolton Community; Town News and Announcements
  - d. Miscellaneous:
    - i. Annual Town Staff Gathering to be held next Tuesday at Library. Carpooling encouraged.
    - ii. Use of Program Room for Town Caucus: Town Clerk to submit request for use on Monday of Caucus 2023. Trustees will consider (favorably) an exception to the current policy, as in previous ~~Caucuses~~. This in context of *Caucuses*

long-term plan to make program room generally available for public.  
Details of cost pending completion of sewage repair project. Trustees to work w/ Town Administrator on fund allocation when details known.

1. Note there is a small chance that (high priority) sewage repair project will be occupying Program Room on caucus date. Trustees to work with DPW and Contractor to avoid if at all possible and to notify Town Clerk in case of unavoidable conflict.

4. Strategic Plan 2023

a. Possible participants in Strategic Steering Committee and Community Planning Committee

- i. Trustees + Director. Kelly to contact Lee Shanny.
- ii. Caroline to draft requirements/Kelly to Approve: for Town News and Announcements

b. "Impacts" on Evolution of Library:

- i. Stresses on Town Budget
- ii. Potential new patrons from new apartment Complex: ~300 units
- iii. Shifts in Population Demographics: Kelly to take a look at any shift in demographics
- iv. New Working/Commuting Patterns: rise of "work from anywhere" employment options

c. First Meeting of Steering Committee:

- i. January 27, 2022 at 1:00 via Zoom

5. Food in the Library:

- a. Discussed subtleties of inclusion in planning for food at Library-hosted events. Resolved to continue policy of being thoughtful of different diet requirements. E.g. to include options for different dietary restrictions, and to support "bring your own" meals.
- b. Note that food is only a part of certain events and programs associated with the program room. Food is not allowed in the main library.

6. Public comment

- a. Bob had signed up to repair library "rolling tables". To schedule time to repair w/ Kelly.

7. Next meeting

- a. January 27, 3:00 pm via Zoom.

8. 7:00 pm: Motion made to adjourn (BZ); seconded (PC); approved unanimously

Respectfully submitted,



Pam Czekański



Caroline Robertson



Robert Zak