Falmouth Public Library - Meeting of the Board of Library Trustees
Minutes for Tuesday, February 9, 2021, 6:30 PM
Falmouth Public Library, Trustees Room
300 Main Street, Falmouth, MA 02540
via Zoom

Present: Trustees Judith Fenwick, Jenifer Alai, Kathryn Elder, Margo Finnell, Sylvia Szulkin, Kathie Mount
Absent: Lindsay Hopewood
Staff: Linda Collins (Director), Jennifer Woodward (Assistant Director)
Guests: Marcia Easterling, League of Women Voters observer; Len Miele, Friends of the Falmouth Public Library; Peter Hargraves, Finance Committee (until 7:00 PM)

1. Call to Order
   Chair J. Fenwick called the meeting to order at 6:31 with statement of remote operating procedures and announcement of all present, including guests.

2. Public Comment
   Peter Hargraves, representative to the Board of Library Trustees from the Finance Committee, reported that a good meeting was held with himself and Ron Dyer, the second Fin Comm rep., with L. Collins and J. Fenwick as Library representatives, discussing the Town operating budget. The Library's Town operating budget for FY22 was approved at a subsequent meeting of the full Finance Committee.

3. Circulation Department Presentation
   L. Collins will post the video prepared by the Circulation Department to the Library’s You Tube account and send the link to all Trustees. Technical difficulties prevented its showing at the meeting.

4. Reports from Library support groups
   • Report from the Friends of the Falmouth Public Library – Len Miele
     L. Miele reported that the Friends had fully funded the library wish list for FY21. The Friends will hold a meeting via Zoom in the near future. Amazon sales continue.
   • Report of the Falmouth Public Library Support Fund – Robert Ripley
     R. Ripley was not in attendance.

5. Secretary’s Report and Approval of January 12, 2021 Minutes
   J. Fenwick announced that Kathryn Elder is stepping down from the Recording Secretary position. Jenifer Alai will fill the position until the Board reorganizes in June. J. Fenwick thanked K. Elder for her two years of service.
   Motion by J. Alai to approve the minutes of 1/12/2021 with corrections.¹
   Second by K. Mount.
   A roll call vote was taken.
   J. Alai-aye; K. Elder-aye; M. Finnell-aye; S. Szulkin-abstained; K. Mount-aye; J. Fenwick-aye
   Motion passed.

6. Treasurer’s Report – M. Finnell
   M. Finnell presented the Trustees' budget for FY21 second quarter which ended on 12/31/20. She provided a brief summary of some expenses incurred in the second quarter with a full report to be reviewed at the March meeting.

7. Library Director’s Report – L. Collins
   • Strategic Planning update: This is progressing nicely. On 03/01/21 the survey will be launched in an effort to determine in what people are interested and in what direction the public thinks the library should head. The results will be analyzed and a draft Strategic Plan will be presented at the April meeting.
COVID Hotline: Library staff in collaboration with the Falmouth Health Department, Senior Center, and Recreation Department will assist with answering phone lines for those with no internet access who are trying to obtain a vaccination appointment or looking for other COVID information.

Update on Library Town Budget meeting with Fin Comm Reps:
L. Collins noted that she was appreciative of help with the Town operating budget from Finance Committee representatives Peter Hargraves and Ron Dyer.

8. Assistant Director’s Report – Jennifer Woodward

  - Staffing: J. Woodward announced that Faith Lee was retiring next week. She has worked for the library since the renovated library opened. Open posted jobs include Reference Librarian, Temporary Branch Assistant, and Assistant at East Falmouth Branch. Substitutes have been interviewed. Mary Loftus hired as a Grant Assistant. Lori Lieberman has been promoted to Library Assistant in the Children’s Department.

  - Professional Development request: J. Woodward requested funding for a staff member from the Adult Services Department to attend a 3-session online workshop entitled, "Public Programming in the Pandemic."

Motion by Margo Finnell to fund enrollment in this workshop for $260.00.
Second by Jenifer Alai.
A roll call vote was taken.
J. Alai-aye; K. Elder-aye; M. Finnell-aye; S. Szulkin-aye; K. Mount-aye; J. Fenwick-aye
Motion passed

9. Chair’s Report – J. Fenwick

J. Fenwick reiterated that the meeting between L. Collins and herself and the Finance Committee reps. on the Town operating budget went very well.

10. Committee Reports - as needed

No reports.

11. Ongoing Business from Prior Meetings

Picnic Tables: It was hoped that the town would increase the number of picnic tables and that they would be placed on the Library lawn early this year. L. Collins noted that the Library’s current wireless signal is strong and does extend to the picnic tables.

11. Agenda Items for Future Meetings

Treasurer’s quarterly report for FY21.

Motion by S. Szulkin, at 7:20, to adjourn.
Second by K. Mount.
A roll call vote was taken.
J. Alai-aye; K. Elder-aye; M. Finnell-aye; S. Szulkin-aye; K. Mount-aye; J. Fenwick-aye
Motion passed

Relevant Documents: 1) Draft Minutes of 01/12/2021; 2) course description for online workshop, "Programming in the Pandemic"

The next meetings of the Board of Library Trustees will be:
6:30 PM, Tuesday, March 9, 2021, Main Branch, Falmouth Public Library, Trustees Room (Zoom)
6:30 PM, Tuesday, April 13, 2021, Main Branch, Falmouth Public Library, Trustees Room (Zoom)
6:30 PM, Tuesday, May 11, 2021, Main Branch, Falmouth Public Library, Trustees Room (Zoom)