

**Pearle L. Crawford Memorial Library
Board of Trustees Meeting
Dudley Municipal Complex — Room 321
Tuesday, October 24, 2023 — 6:15 pm
Meeting Minutes**

**Approved at the
12/5/23 Library
Trustees Meeting**



The meeting was called to order at 6:20 P.M.

In attendance were Ben Craver — Co-chair, Adriana Buda— Co-chair, Joyce Nierodzinski, Kate Horne and Pat Korch. Richard Clark was absent.

Pat Korch made a motion to adjourn from Open Session to convene in Executive Session under MGL Chapter 30A§21(a)(2) – To conduct strategy session in preparation for negotiations with non-union personnel or to conduct collective bargaining session or contract negotiations with non-union personnel (Interim Library Director Candidate) and to reconvene into Public Session at the conclusion of the Session.

Seconded by Ms. Horne.

Roll call vote: Ms. Nierodzinski—aye; Ms. Buda—aye; Ms. Horne—aye; Mr. Craver—aye; Ms. Korch—aye.

Unanimous.

Public meeting reconvenes: 7:18 p.m.

Pat Korch made a motion to adjourn from Executive Session and reconvene into Public Session.

Seconded by Ms. Horne

Roll call vote: Ms. Nierodzinski—aye; Ms. Buda—aye; Ms. Horne—aye; Mr. Craver—aye; Ms. Korch, aye.

Unanimous.

Lida Carroll, Youth Services Librarian, joined the meeting at this time.

Lida reviewed the past and upcoming Library programs and events including the town Spooktacular Halloween event; the PTO event with many attendees visiting the Library table; Friends of the Library book sale went well with 25 people waiting to enter the library on the first day of the sale; Movie Mondays have resumed with two to three attendees at each showing. New movie releases will be featured in November with *Barbie* as the last release of the month.

Financial Report: The MBLC notified Lida that we needed additional funds to be in compliance, therefore \$150 will be moved from expenses in our budget to cover the MAR. We received a check of approximately \$150 from the charging stations fees that will be applied to a new library account number.

Programs: Ms. Carroll also reviewed the upcoming programs for November and December.

Ms. Buda spoke of the success of the Monday evening story time. Eleven children and their family members attended the first program with Joyce as the reader.

Facility Update: Ms. Horne stated that her husband had noticed that there are a couple of loose shingles on the library roof. Mr. Craver stated that there would be follow up.

Ms. Carroll was going to Manchester to the fabric upholstery company to view the upholstery for the seating in children's room. The company would then provide a quote for the fabric.

Ms. Carroll stated that the library has two mobile hotspot units available for lending. There were three but one has not been returned. Ms. Carroll recommended that more be purchased through Tech Soup at the cost of \$15 each plus a \$120 annual cost for service. The current units are now checked out at least twice a week. Ben recommended that we have five, so additional hotspots will be purchased.

Staffing: Mr. Craver said that since Lena is no longer at the library and Susan would be retiring as of November 15th, there is now a recommendation to hire someone for a 30-hour staff position. Lida said that while having someone in a 30-hour position could be good for consistency, it could also be problematical due to the schedules of the current part time staff members. After some discussion among the trustees, the recommendation was to post to fill a 30-hour position and a part time circ aide position. Ms. Carroll said that there was a staff member who may be interested in more hours and that there would be additional hours to fill if that staff member was hired for the 30-hour position. Ms. Korch recommended that the Town Administrator be advised of the new circulation aide position before posting the job.

Pat Korch made a motion to begin advertising to fill a 30-Library Assistant position at \$23 per hour. Ben Craver seconded. Unanimous.

There was a discussion on internal and external job posting. The position would be posted internally for one week, and the Town Administrator would be consulted re the option to hire internally without posting externally. The ad would run until the position was filled.

Ms. Carroll has stated that the library has never received any open Town positions to post at the library.

Board member comments and observations:

Ms. Buda announced that she is stepping down as Co-chair and Secretary, but wished to remain on the Board. Mr. Craver asked for a volunteer to accept the position of Secretary. Ms. Korch volunteered to take on the position.

Ben Craver made a motion to accept Adriana Buda's decision to step down as Chair and Secretary of the Board. Ms. Horne seconded. Unanimous.

Ms. Horne made a motion to appoint Ben Craver as Chair and Pat Korch as Secretary of the Board. Ms. Nierodzinski seconded. Unanimous.

The trustees then discussed the Veteran's Day holiday and how it would affect the library. Veteran's Day will be observed on Friday this year with all Town departments being closed. It was determined that since Veteran's Day was on Saturday, November 11th, that the Library would be open on Friday, the 10th and closed on Saturday, the 11th.

Ms. Nierodzinski made a motion to adjourn at 8:09 pm. Ms. Buda seconded. Unanimous.

Respectfully submitted by Pat Korch, Secretary

Handouts referenced during the meeting: the Director's Report, the Library Budget, and a report on program attendance.