



Approved at the
1/23/24 Library
Trustees Meeting

Town of Dudley

Pearle L. Crawford Memorial Library Board of Trustees

Meeting Minutes

December 5, 2023 at 6:15 p.m.

Dudley Municipal Complex – Room 321

71 West Main Street, Dudley, MA

Call to Order/Pledge of Allegiance:

The meeting was called to order by Mr. Craver at 6:15 p.m.

Pledge of Allegiance

Mr. Craver stated the meeting was being recorded. In attendance were Co-Chairman, Ben Craver, Joyce Nierodzinski, Kate Horne, Pat Korch, Richard Clark and Acting Director, Cheryl Hansen. Adriana Buda was not in attendance.

A motion was made by Ms. Nierodzinski to accept the December 24, 2023 meeting minutes. Ms. Korch seconded. Mr. Clark abstained. Passed.

A motion was made by Ms. Nierodzinski to accept the November 1, 2023 meeting minutes. Ms. Korch seconded. Mr. Clark abstained. Passed.

A motion was made by Mr. Clark to accept the November 9, 2023 meeting minutes. Ms. Korch seconded. Ms. Nierodzinski abstained. Passed.

The Board welcomed the Acting Library Director, Cheryl Hansen.

Staffing Report:

The Youth Librarian position has been posted. One Library Aide has retired but will act as a substitute. A current part-time Library Aide has been hired for full time hours as Library Assistant. A prior part time Library Aide who left this position for a brief time has re-applied and was hired back. The Youth Services Librarian has resigned, and the position will be posted on library job listing websites.

The Board is working on hiring a new permanent Library Director. After a brief discussion the Board agreed to form a search committee to review resumes and conduct interviews.

Director's Report:

Ms. Hansen stated she has been acclimating herself to the Library and meeting with the staff. She is reviewing staff procedures and trying to streamline some activities and planning ahead for future events. She also ordered materials for the Summer Reading program as the deadline for ordering was December 1.

Ms. Hansen stated that she re-instated the OverDrive Marketplace account. She is working on the FY2025 budget.

Ms. Hansen showed that circulation statistics pre-COVID were much higher than the last few years. The topic changed to the Young Adult room, and Ms. Nierodzinski suggested that a teen book club be started in the future.

Ms. Hansen is working on procedures for the tracking of unpaid bills for the non-return of library material, and the addressing how to prevent the sending of bills to patrons who have already returned materials.

The issue of Library past due invoices was discussed, and Cheryl explained that she felt that payment for past bills that were overlooked possibly due to all the staff changes at the Library might be close to completion.

Programs:

There was family entertainment Thursday, December 14, 2023 at 6:00 p.m. with David Polansky. Now that we have another full time staff member, Ms. Hansen will be working on Thursday evenings and will introduce the programs.

Ms. Hansen suggested keeping the Pearle Jam program but to also offer programs other than music for adults.

Mr. Craver stated he would have Ms. Buda manage the Monday evening story hour.

Facility Update:

The Board felt the carpet and upholstery was not a high priority. They felt there should be carpet cleaning as done in the past. This should be done on a day when the Library is closed. They suggested sending the carpet cleaning out to bid after winter. They would like the carpet mats used during the winter months.

The Board discussed self-checkouts that will be looked into in the future.

Photo Policy:

Mr. Clark made a motion to approve the Library Photo Policy as written with the added change noted from the Charlton Public Library policy regarding announcing that photos would be taken at events held at the library.

After a brief discussion, the Board thought this policy should be posted on the Library website, and briefly announced prior to a program that photos would be taken.

Ms. Korch seconded. Passed.

Board Member Comments and/or Observations:

Mr. Clark suggested that, like other Town Departments, the Library Board of Trustees present, on occasion, at the Board of Selectmen meetings an update on the Library. He also suggested asking Selectmen to volunteer as story time readers along with other Town Department staff.

Ms. Nierodzinski suggested changing the story time from 5:30 p.m. to 6:15 instead of 5:30 p.m. to 6:30 p.m. on the Library website.

Ms. Hansen suggested having charging stations that would plug into the Library's lamps. The Board agreed to four stations. Mr. Clark made a motion to adjourn the meeting at 7:26 p.m. Ms. Korch seconded. Unanimous. Passed.

Respectfully submitted,

Lisa L. Berg