

**DIGHTON PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MINUTES**  
**January 6, 2022**  
**6:30 PM**

*Due to the increasing concern surrounding the Coronavirus pandemic, this meeting was open to the public through the Zoom Conferencing platform. A recording of the meeting was aired on Comcast Local TV 9 and posted on the Town of Dighton YouTube Channel.*

Call to Order Trustee Meeting Started at 6:37.

This was a hybrid meeting with participation through with Zoom.

Roll Call – In-person participants: Ron O’Connor, Chair; Jocelyn Tavares, library director  
Zoom participants: Rita Araujo, trustee; EveMarie Cabral, Trustee  
Members of the public present participating by Zoom: Zach Lapointe, President of the Friends of the Dighton Public Library.

With a virtual meeting, a roll call vote should be taken, so that it is absolutely clear what the outcome of the vote is. The meeting must be completely audible. The meeting is recorded.

Eve moved to approve December 2 meeting minutes. Rita seconded.

Ron O’Connor:	Aye
Eve Cabral:	Aye
Rita Araujo:	Aye
Motion carries.	

#### Old Business

- Library Operations: Town Hall – we added a cart for more picture books to be available. Still offering Tot Time and Preschool story time and continuing to offer because it is a manageable number of children and caregivers. We will continue to do so until town guidance says otherwise.
  - Modular Unit has temporary beams helping with holding up book shelves due to shifting units. Ron asked if the modular shifted, and Jocelyn did not know.
- Library invited by the Capital Outlay Committee to attend Tuesday, January 18 at 7:00 and Tuesday, February 1 at 5:45. Library submitted two items before them: more secure temporary facility and feasibility study. Trustees are invited as well. Jocelyn will post the meetings for the trustees to attend.
- Board of Library Commissioners staff will visit in person in February, but still no update of actual day.
- Hotspots should be working by January 31 per the state, but we are also still trying to work out purchase challenges to get the federally funded laptops to pair with them. Hoping to make the January 31 date.

#### New Business

- Statistics discussed. December shows a lot of online use for some resources, yet others are not being used. Physical collection shows a small decrease, but numbers follow the typical annual trend. Ron noted the library was open less days due to current hours of operation and holidays.
- Payroll and bills approved. This week’s bills are focused on materials trickling in from previous orders placed. The publishing industry is having its own supply chain issues. Also ordered supplies for processing.

- Collection Development policy draft presented by email and discussed. There has been more guidance issued since the last approved policy, and updates were relevant. It was also a goal for the director to accomplish. Discussion of all the new elements to the policy and the Reconsideration of Materials, which goes hand in hand with the Collection Development policy.
- To sum it up: additions or subtractions to the collection are selected to the personal views of staff; a library this size cannot a lot of material, but staff will obtain the material you request from other libraries if it is not held here.
- Discussion of the word “omit” as it pertains to the policy and the ramifications it holds. It covers items not purchased and items removed from the collection. Chose to keep the word in the policy.
- Discussed how often the policy should be reviewed or updated – the vote at the end of the policy is a vote for authorization by the trustees on an annual basis. Jocelyn will clear up the language for the future.

Eve moved to approve the collection development policy. Rita seconded.

Discussion: Jocelyn added the staff did review it and are comfortable with it. Ron observed that this is a staff function; trustees only get involved as far approving the policy.

Eve Cabral:           Aye  
 Rita Araujo:         Aye  
 Ron O’Connor:      Aye  
 Motion is approved.

- Reconsideration is part of the policy, and Jocelyn presented the process, procedure and thought process behind that part of the collection development policy. The position of the library is to allow the patron the freedom to choose their own library materials.
- Ron asked if we can act on this tonight; Jocelyn thought so because this item falls naturally under the policy.
- Jocelyn clarified who the committee was and why the library card number is on the form. By having a library card, it just determines that there is a vested interest in the materials in the library versus someone from across the country making the same concerns. To be clear, the concern would be treated the same way, with the outlined policy and procedure process.
- Could this become an addendum to the policy rather than a separate policy? If someone goes through the reconsideration process, the policy would be provided to the concerned party. There is agreement that the reconsideration form is an extension of the collection development policy.

Rita moved to approve the Reconsideration of Library Materials form and procedure. Eve seconded.

Eve Cabral:           Aye  
 Rita Araujo:         Aye  
 Ron O’Connor:      Aye  
 Motion is approved.

- Discussion of the library's Fiscal Year 23 budget. The Town Administrator and Town Accountant would like department budget requests by January 31. It requires a vote by the trustees.
  - Departments were asked to provide a level funded expense budget.
  - There are contractual increases for staff. Request of 2.5% increase in the Page line that will be consistent with staff.
  - Page line: Increase hourly rate to \$14.25 to comply with Massachusetts Minimum wage. Would also like to raise average weekly hours to 15 hours a week (cap). Right now is between 10-12. Helpful to increase hours to help with staffing the two locations.
  - Other request is to fund a substitute librarian to help fill in absences. Started with 8 hours a month, just for budgetary purposes to put a dollar amount together.
  - Discussion led to a general allotment of 100 hours available for a substitute librarian per fiscal year. Minimum number of hours to work per shift is three. This position is fully to help fill in staff. This is not a project-based position. Assumption that the hourly rate would be the same as the other part-time position.
  - Expense budget has a lot of shifting of amounts in the lines to maximize the materials requirement.
  - Eve asked if there was a substitute pool shared among area libraries. Jocelyn explained that these types of positions are filled by part-time librarians or retired librarians. May need to create a pool of a few people to draw from. Jocelyn will see what other libraries do. This exercise for the budget is just funding purposes only.
  - Jocelyn will verify the numbers, especially for the materials line.
  - Jocelyn submitted salary increase request to Town Administrator and Town Accountant.

Rita moved to approve the budget that was proposed by the library director. Eve seconded. Jocelyn mentioned that if the motion carries, the budget would need to be signed.

Eve Cabral:           Aye  
 Rita Araujo:         Aye  
 Ron O'Connor:       Aye  
 Motion carries.

Eve moved to approve the recommendation to add the substitute librarian position. Rita seconded.

Rita Araujo:           Aye  
 Eve Cabral:           Aye  
 Ron O'Connor:       Aye  
 Motion carries.

#### Questions/Input Friends

- Zach shared some updates.
  - Two successful fundraisers: The Scrip gift cards (\$12,325 sold, \$614 profit) and Festival of Trees (\$909)

- All museum passes renewed, except Sturbridge Village and Museum of Fine Arts added.
- Friends discussing candidates night
- Zach explained the advocacy video project with Memento.
- Donation of books made in memory of Tory Andrews.
- Rita asked about video making help. Friends will try to help.
- Ron asked about release involved. Zach pointed out the disclaimer in the instruction sheet. Friends have the administrative capability to edit the order of the videos, or if they are included.
- Ron expressed thanks for all the Friends are doing for the library. Ron asked about a Friends annual report and how to highlight the good work the Friends are doing. Ron just suggested it because the Friends work is impressive and appreciated.
- Jocelyn mentioned some thoughts on that report and using it as a recruiting tool.

Personnel

Correspondence

Upcoming Programs

- Explore virtual programs.

Adjournment Rita moved to adjourn the meeting. Eve seconded.

Ron O'Connor: Aye

Rita Arajuo: Aye

Eve Cabral: Aye

Motion carries. Meeting adjourned at 7:56.