

5/8/2023 WPL Trustee Minutes

**In Attendance**

Jenn Warner, Library Director

Susan Scott, Chair

Joe Mullin, Trustee

Shaheen Parks, Trustee

Chris Welles, Secretary

Heidi Hardin Trustee

Emily Hutcheson, Trustee

Cecily Cassum, AIC

**The meeting was called to order by Susan Scott at 9:30 AM**

**Approval of Minutes of April 3rd, 2023: Motion:** Emily Hutcheson moved to approve the minutes of April 3rd, 2023. Second: by Shaheen Parks. **Motion passed unanimously.**

**Director's Report**

Revise the Unattended Adult policy to include the AIC, which was not explicitly included heretofore.

**Motion:** Joe Mullin moved to approve the *Unattended Adult Policy* as amended; **Second:** by Emily Hutcheson. **Motion passed unanimously.**

Weston resident and artist Daveda Movitz has offered to donate one of her collages. This may be placed on the wall by the entrance to the Reading Room. Also, the Director will suggest that the Friends purchase a painting that was donated to the AIC auction.

The 1st phase of the Community Room A/V upgrade has been completed by Northeast Digital Integrators. The existing screen, speakers and media equipment rack are being reused with the upgrade. A new projection and audio system and a new DVD/Blu-Ray player have been installed. New microphones will be installed later this year.

Mary & Alli went to Maplewood to promote Library services. They signed up residents for library cards and explained eLibrary resources.

There is an opening for a part-time Library Assistant in the Youth Services dept.

A Weston Eagle Scout, Tanner, is donating a Little Free Library and it will be installed by the front lawn next to the solar charging bench. Patrons can borrow books when the Library is closed, and it's far enough away from the Library book drop to avoid confusion.

### **AIC Report - Cecily Cassum**

Cecily reported on the AIC's Strategic Planning framework with goals, metrics, and strategic initiatives. Goals include:

- Programming Valued by Community — as measured by Run Rate (% of programs sufficiently subscribed to run) and Participation Rate, and
- Achieve Financial Self-Sufficiency — as measured by Rental Utilization and contribution from the categories: Rentals, Programming and Donations.

Nathan Suher — Weston Media Center Director — needs signage. Given that there's a lot of foot traffic in front of the building which is a drain on Eliza's time, it was suggested that the signage be in the back of the AIC. The signage can't be on building — historical commission. Have asked Nathan for mockup/design to show Trustees.

**Adjournment:** Joe Mullin moved to adjourn at 10:34 AM. Shaheen Parks seconded.

**Next Meeting: June 5th, 2022 at 9:30 AM in the Main Library Community Room**

Respectfully submitted, Christopher Welles, secretary