

**BRIDGEWATER PUBLIC LIBRARY  
TRUSTEE COMMITTEE BOARD MEETING  
MINUTES  
January 21, 2020**

<b>Meeting Called By</b>	<b>BWPL Trustees</b>
<b>Type of Meeting</b>	<b>Monthly</b>
<b>Recording Secretary</b>	<b>Matthew Gerritsen</b>
<b>Attendees</b>	<b>Trustees: Janet Dye, Connie Franciosi, Matthew Gerritsen, Pamela Hayes-Bohanan (Chair), Nancy Sarno, Danielle Oliari, Ellen Chiacca Carey Invitees: Jed Phillips (Director), Beryl Domingo</b>
<b>Call to Order</b>	<b>7:04 p.m.</b>
<b>Meeting Adjournment</b>	<b>8:23 p.m.</b>

**1. AGENDA APPROVAL:**

It was moved (Sarno), seconded (Oliari) to approve the Agenda, passed unanimously.

**2. SECRETARY’S REPORT:**

It was moved (Sarno), seconded (Oliari) to approve the Minutes of December 17, 2019, passed unanimously.

Secretary’s letter of January 10, 2020 to Town Manager documenting the Board’s Recommendation regarding Jed Phillips, attached hereto,

**3. CHAIR’S REPORT**

Commonwealth’s Board of Library Commissioner’s (“BLC”) Aid package was reduced as a result of not meeting the open hours commitment. Board and Director will work toward full compliance. Currently the Library is short 4 hours/week.

Chair will prepare annual trustees report prior to next meeting.

**4. CORRESPONDENCE:**

No correspondence received by the Board.

**5. DIRECTOR’ S REPORT**

Director submitted oral report and a written copy, attached.

Director received notice that the library was in default regarding heating system inspection from the Commonwealth’s Department of Fire Services. Director will work with Town facilities manager to resolve issue and ensure ongoing compliance.

Wi-Fi service donated by Comcast has proven insufficient for Library needs. Library has joined Town system. Access and performance have been much improved.

Meeting room access upgraded as well as the number of access points. Network now managed by Town IT department.

Website upgrade is being pursued.

Reference librarian has resigned, internal posting for position has been made.

Library will be pursuing home bound services in conjunction with the Senior Center.

Library will be instituting contest to help design new logo. Anticipate making a decision by the end of April.

Director will hold open office hours, schedule and frequency to be determined.

Weekly news blast has been well received.

(Trustee Oliari left the meeting @ 7:51)

**6. COMMITTEE REPORTS:**

Building and Ground Committee submitted oral report.

Landscaping estimates for front of the library are being pursued.

Perennial plantings made last year should come up shortly, landscaping should not disturb them

Poor condition of roof noted, several leaks causing visible internal damage, anticipates that there is hidden damage accumulating.

Driveway and parking lot exhibiting poor drainage. Town is interested in pursuing possible re-configurations.

**7. OLD BUSINESS:**

Invitee Beryl Domingo was suggested as possible replacement appointment for open Trustee position. Ms. Domingo introduced herself and discussed her thoughts regarding the Library and the Board.

(Invitee Domingo left the meeting @ 8:10)

**UPON MOTION (Dye) duly seconded (Carey) the Board entered executive session.  
(Director Phillips left the meeting.)**

**UPON MOTION duly seconded the Board left executive session.  
(Director Phillips returned to the meeting.)**

**8. NEW BUSINESS:**

The Board will discuss the recommendations and finding of the Ad Hoc committee regarding the purposes and powers of the Board at the next meeting.

**9. DATE OF NEXT MEETING:** Tuesday, February 18, 2020 at 7:00 p.m.

*There being no further business the meeting was, upon motion duly made and seconded, adjourned at 8:23 PM.*