

BOARD OF LIBRARY TRUSTEES
Meeting of February 14, 2023

BOARD MEMBERS

Stanley Bielusiak, Chair
Joan Menard, Financial Secretary
Lisa Ann Tufano, Recording Secretary

Ilene G. Levine, Vice Chair
Joan-Marie Proulx

STAFF

Lynne Antunes, Director of Libraries
Paula Sitarz, Assistant Director

FINANCE COMMITTEE LIAISON

Janine Simmons

TOWN ADMINISTRATOR

Shawn MacInnes

Call to Order

Meeting was called to order at 5:10 pm by Mr. Bielusiak. Ms. Levine was not in attendance.

Acting Director appointment and related items

Ms. Sitarz mentioned a retirement date of June 30, 2023. Ms. Proulx made a motion that Ms. Sitarz be appointed the Acting Director following Ms. Antunes retirement. It was seconded by Ms. Menard. All were in favor. Motion passes. Ms. Menard made a motion for the letter to be distributed to library staff members. It was seconded by Ms. Proulx. All were in favor. Motion passes.

Library Director Search and related items, including Search Committee

Mr. MacInnes reported that Ms. Beausang, the Human Resources Director, has located approximately ten viable candidates following the posting. Mr. Bielusiak mentioned that the Friends of the Dartmouth Library expressed strong interest in participation in the search committee. Mr. Bielusiak mentioned voting on each category that was mentioned at last month's (January) meeting. Mr. Bielusiak mentioned that the recommendation was for three Trustees on the search committee. Ms. Proulx made a motion to have three Trustees on the search committee. It was seconded by Mr. Bielusiak. Ms. Menard mentioned scheduling concerns for three Trustees. Ms. Proulx amended her motion to have two Trustees on the search committee. It was seconded by Ms. Tufano. All were in favor. Motion passes. Mr. Bielusiak mentioned that it was previously recommended that Mr. MacInnes and Ms. Beausang participate in the search committee. Ms. Menard made a motion to have Mr. MacInnes and Ms. Beausang on the search committee. It was seconded by Ms. Proulx. All were in favor. Motion passes. Ms. Menard made a motion to have a member of the Friends on the search committee. It was seconded by Ms. Proulx. All were in favor. Motion passes. Ms. Menard made a motion to have one staff member of the search committee. It was seconded by Ms. Proulx. All were in favor. Motion passes. Mr. Bielusiak mentioned that during the last search there were also members of the general public. Mr. MacInnes mentioned the time constraints and consolidating

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committees for efficiency and effectiveness. Ms. Menard mentioned a member of the Select Board. Mr. MacInnes will communicate with the Select Board.

Approval of Meeting Minutes of January, 2023

Ms. Proulx made a motion to accept the minutes. It was seconded by Mr. Bielusiak. Ms. Menard abstained as she was not in attendance at the January 2023 meeting. Ms. Proulx, Ms. Tufano and Mr. Bielusiak were in favor. Motion passes.

Financial Report for the Months of December, 2022 & January, 2023

Ms. Proulx made a motion to accept the December financial report. It was seconded by Mr. Bielusiak. All were in favor. Motion passes. Ms. Proulx made a motion to accept the January financial report. It was seconded by Ms. Tufano. All were in favor. Motion passes.

Director's Report for the Month of January, 2023

Ms. Menard mentioned access to the annual report. Ms. Menard mentioned that Ms. Sitarz report contained concerns that were discussed with Ms. Antunes.

Report of the Friends of the Dartmouth Libraries

Mr. Bielusiak was able to answer any questions a Trustee might have.

Correspondence

There was no correspondence to report.

Old Business

Mr. Chandler's Resignation and Filling of Vacancy on Board

Mr. Bielusiak mentioned that four Trustees continues to be the requirement for a quorum for the Board of Trustees. Mr. Bielusiak mentioned that the Select Board reported that the Trustees are the only Board in town that consists of an even number and suggested the Trustees move to a total of five and not fill Mr. Chandler's vacancy. Mr. Bielusiak mentioned that a warrant would need to be put in town meeting and voted on in order to change the town charter.

Retirement Tea for Library Director

No new information was reported.

Formal Open House/Donor Wall at Branch

Ms. Menard mentioned meeting with Ms. Levine and Ms. Robbins.

New Long Range Plan Status

Mr. Bielusiak mentioned meeting with Ms. Proulx. Ms. Proulx mentioned gathering information from Ms. Antunes for input for the new long range plan. Ms. Proulx mentioned that previously Trustees were not to be on the committee. Ms. Menard mentioned a difference between facilitate and be on the committee. Ms. Antunes mentioned the new director's role in the long range plan. Ms. Menard mentioned that the long range plan due date could be delayed given the search for a new library director. Mr. Bielusiak mentioned contacting MBLC in order to clarify the Trustees' role.

Southworth Wi-Fi Upgrade Status

Ms. Antunes mentioned that the power supplies are anticipated in April.

Board Goal Additions

Ms. Menard mentioned hiring a director, assistant director and long range plan.

Milton Cat Generator at North Branch Service Contract

Ms. Antunes mentioned that she has not yet communicated regarding the service contract.

Annual Report

Ms. Antunes submitted a report to the town and will send to the Trustees.

New Business**Next Fiscal Year Budget**

Ms. Antunes mentioned an increase in the building repair and maintenance in the budget. Ms. Antunes mentioned a decrease in salaries. Ms. Menard motioned to approve the budget request for 2024. It was seconded by Ms. Proulx. All were in favor. Motion passes.

Centralization of janitorial services

Mr. MacInnes mentioned that the facility staff has been consolidated and not necessarily assigned to particular buildings. Ms. Proulx mentioned that books need to be moved daily for the libraries including Saturdays. Mr. Bielusiak mentioned that the library budget will change due to the removal of the janitorial services. Mr. Bielusiak mentioned a recalculation of the MAR budget. Ms. Menard made a motion to agree to the town transfer of the janitorial services for consolidation. It was seconded by Ms. Proulx. All were in favor. Motion passes.

Other Business

Next Meeting Date-March 14, 2023

A motion to adjourn the meeting was made by Ms. Proulx at 5:59 pm. It was seconded by Ms. Menard. All were in favor. Motion passes.

Respectfully submitted,
Lisa Ann Tufano, Recording Secretary

Next meeting March 14, 2023 at 5:00 pm