



## Town of Reading Meeting Posting with Agenda

**RECEIVED**

By Town Clerk GP at 9:38 am, Dec 07, 2023

2018-07-16 LAG

### Board - Committee - Commission - Council:

Board of Library Trustees

Date: 2023-12-11

Time: 7:00 PM

Building: Reading Public Library

Location: Community Room

Address: 64 Middlesex Avenue

Agenda:

Purpose: General Business

Meeting Called By: Patrick Egan, Chair

Notices and agendas are to be posted 48 hours in advance of the meetings excluding Saturdays, Sundays and Legal Holidays. Please keep in mind the Town Clerk's hours of operation and make necessary arrangements to be sure your posting is made in an adequate amount of time. A listing of topics that the chair reasonably anticipates will be discussed at the meeting must be on the agenda.

**All Meeting Postings must be submitted in typed format; handwritten notices will not be accepted.**

### Topics of Discussion:

**This meeting will be held in-person in the Community Room at the Reading Public Library and remotely on Zoom. It will also be available streamed live through RCTV**

Join Zoom Meeting

<https://us02web.zoom.us/j/86117297460>

Meeting ID: 861 1729 7460

One tap mobile

+13017158592,,86117297460# US (Washington DC)

+13052241968,,86117297460# US

Dial by your location

+1 646 876 9923 US (New York)

Meeting ID: 861 1729 7460

Find your local number: <https://us02web.zoom.us/j/keny6p5GTy>

The Trustees also accept public comments through email: [rpltrustee@noblenet.org](mailto:rpltrustee@noblenet.org)



## **Town of Reading Meeting Posting with Agenda**

- I. Call to Order
- II. Public Comment
- III. Winter Programming Update
- IV. Director of Equity Introduction and Presentation
- V. Policy Changes & Vote: Borrowing Policy, Fines & Fees Policy
- VI. Financial Report
- VII. Director's Report
  - a. Programs, Collections, and Services
  - b. Personnel
  - c. Professional Development
- VIII. Approval of November 11, 2023, Meeting Minutes
- IX. Future Agenda Items

# BORROWING POLICY

## Borrowing Periods

The Reading Public Library lends items to all public library card holders with library cards in good standing (i.e., no billed items). Unless otherwise noted, all Reading Public Library materials without waiting lists may be renewed twice. Please see “Renewals” for further information.

### 14 Days

- Books
- Magazines
- Audiobooks
- Videogames
- Library of Things <sup>1</sup>

### 7 Days

- Express Books (no renewals) <sup>2</sup>
- DVDs
- CDs
- Telescope <sup>1</sup>

### 3 Days

- Express DVDs (no renewals) <sup>2</sup>

### 1 Day

- Museum Passes (no renewals) <sup>3</sup>

<sup>1</sup> Certain materials, such as items in the Library of Things, must be picked up and returned at the Reading Public Library.

<sup>2</sup> Express items may not be placed on hold.

<sup>3</sup> Certain materials, such as museum passes and selected online resources, are limited to Reading residents.

*\*Special arrangements may be made by request. Extended loans are also available to Reading teachers and for school or special projects.*

## Checkout Limits

Most library materials have no borrowing limits. However, to allow everyone to have access to items in certain collections we limit:

- Video Games: 2 per patron.
- Adult Library of Things: 2 per patron.
- Children’s Library of Things: 2 per patron.

To protect our collections, the library reserves the right to refuse service to anyone who abuses borrowed items or is repeatedly late in returning borrowed items.

## Special Collections

### *Local History*

Items in the Library's local history collection, including microfilm, do not circulate. Access to the local history room is by request only. Reservations are through the Research and Reader's Advisory desk and may be made in advance or on a walk-in basis.

### *Library of Things*

Certain items, such as audio-visual equipment, may have age restrictions.

### "In-Library Use" Equipment

This equipment may be used ONLY in the library and may be checked out for two hours per day.

## Renewals

Autorenewal uses an automated process to identify and renew items that are eligible for renewal. Autorenewal for Reading patrons applies only to items that belong to the Reading Public Library. Items from other NOBLE libraries may be renewed in person, by telephone or online.

Materials from non-NOBLE libraries may not be renewed.

## Restriction of Borrowing Privileges

Borrowing materials is unrestricted unless the patron has overdue items with a billed status. The billed status (as established by the automated system) is firm, and unless there is compelling reason to act otherwise, delinquent patrons will be unable to check-out any library materials until their record is cleared.

## Fines and Fees

Please see the Fines and Fees Policy for information regarding overdue, lost, or damaged materials.

*Adopted:* August 14, 2017  
*Amended:* October 15, 2019  
*Amended:* November 9, 2021  
*Amended:* December 11, 2023

SUMMARY	Original \$\$	Rev/Adj	Expended	Encumbered	Balance	% Used
Municipal Salaries	\$ 1,698,150	\$ -	\$ 606,708	\$ -	\$ 1,091,442	36%
Municipal Expenses	\$ 143,200	\$ -	\$ 93,488	\$ -	\$ 49,712	65%
Municipal Materials	\$ 273,675	\$ -	\$ 107,119	\$ -	\$ 166,556	39%
Fines & Fees	\$ 12,791	\$ 3,310	\$ 1,676	\$ -	\$ 14,425	N/A
State Aid	\$ 88,662	\$ 510	\$ 37,988	\$ 12,760	\$ 38,424	N/A
Gifts	\$ 329,118	\$ 2,359	\$ 15,343	\$ -	\$ 316,134	N/A
Trusts	\$ 48,663	\$ 98,733	\$ -	\$ -	\$ 147,395	N/A
<b>TOTALS</b>	<b>\$ 2,594,259</b>	<b>\$ 104,912</b>	<b>\$ 862,322</b>	<b>\$ 12,760</b>	<b>\$ 1,824,088</b>	

Municipal Appropriation	Original \$\$	Rev/Adj	Expended	Encumbered	Balance	% Used
Salaries - Library Administration	\$446,950		\$ 159,317	\$ -	\$ 287,633	35.65%
Salaries - Leave Buyback*	\$0		\$ 2,656	\$ -	\$ (2,656)	
Salaries - Collection Services	\$536,300		\$ 203,561	\$ -	\$ 332,739	37.96%
Salaries - Public Services	\$714,900		\$ 241,174	\$ -	\$ 473,726	33.74%
Expenses - General						
Library Maint Contract Supp	\$22,000		\$ 18,752	\$ -	\$ 3,248	85.24%
Professional Development	\$14,000		\$ 7,290	\$ -	\$ 6,710	52.07%
Library Programs	\$4,000		\$ 489	\$ -	\$ 3,511	12.22%
Software/ Licenses	\$69,200		\$ 57,691	\$ -	\$ 11,509	83.37%
Library Supplies	\$8,500		\$ 2,699	\$ -	\$ 5,801	31.75%
Office Supplies	\$4,500		\$ 1,257	\$ -	\$ 3,243	27.93%
Technology	\$11,000		\$ 5,311	\$ -	\$ 5,689	48.28%
Equipment	\$10,000		\$ -	\$ -	\$ 10,000	0.00%
Materials	\$273,675		\$ 107,119	\$ -	\$ 166,556	39.14%
Books			\$ 41,110	\$ -		
Audio			\$ 3,413	\$ -		
Video			\$ 1,189	\$ -		
Periodicals			\$ 1,055	\$ -		
Electronic Resources			\$ 18,622	\$ -		
Databases			\$ 13,555	\$ -		
Other Materials			\$ 4,647	\$ -		
Overdrive (eBooks / eAudiobooks)			\$ 23,527	\$ -		
<b>TOTALS</b>	<b>\$ 2,115,025</b>	<b>\$ -</b>	<b>\$ 851,838</b>	<b>\$ -</b>	<b>\$ 1,307,711</b>	<b>40.28%</b>

Fines and Fees	Original \$\$	Rev/Adj	Expended	Encumbered	Balance
Revenue	\$ 12,791	3,310	\$ -	\$ -	\$ 16,101
Materials			\$ -	\$ -	\$ -
Supplies			\$ 1,676	\$ -	\$ (1,676)
<b>TOTALS</b>	<b>\$ 12,791</b>	<b>\$ 3,310</b>	<b>\$ 1,676</b>	<b>\$ -</b>	<b>\$ 14,425</b>

State Aid	Original \$\$	Rev/Adj	Expended	Encumbered	Balance
Revenue	\$88,662	\$ -	\$ -	\$ -	\$88,662
Expenses					
Office Supplies		\$158	\$158		\$0
Professional Development				\$ -	\$0
Materials			\$ 233	\$ -	(\$233)
Library Other			\$23,171	\$ 12,760	(\$35,931)
Library Equipment		\$352	\$14,427		(\$14,074)
<b>TOTALS</b>	<b>\$88,662</b>	<b>\$510</b>	<b>\$37,988</b>	<b>\$12,760</b>	<b>\$38,424</b>

<b>Gifts &amp; Donations</b>	<b>Original \$\$</b>	<b>Adj/Income</b>	<b>Expended</b>	<b>Encumbered</b>	<b>Balance</b>
<i>Revenue</i>	\$44,769	\$ 1,900	\$ -	\$ -	\$ 46,669
Professional Development		\$ -	\$ -	\$ -	\$ -
Recreational		\$ -	\$ 496	\$ -	\$ (496)
Programs & Services Adults	\$29,522	\$ -	\$ -	\$ -	\$ 29,522
Programs & Services Teens	\$24,265	\$ -	\$ -	\$ -	\$ 24,265
Programs & Services OESJ	\$2,050	\$ -	\$ 450	\$ -	\$ 1,600
Programs & Services Childrens	\$88,755	\$ -	\$ 9,600	\$ -	\$ 79,155
Programs & Services- Local History	\$500	\$ -	\$ -	\$ -	\$ 500
Studio	\$30,298	\$ -	\$ -	\$ -	\$ 30,298
RPL Foundation	\$74,356	\$ -	\$ 1,441	\$ -	\$ 72,915
Other Gifts (Combined)	\$7,759	\$ -	\$ 3,356	\$ -	\$ 4,403
Materials	\$26,844	\$ 459	\$ -	\$ -	\$ 27,303
<b>TOTALS</b>	<b>\$ 329,118</b>	<b>\$ 2,359</b>	<b>\$ 15,343</b>	<b>\$ -</b>	<b>\$ 316,134</b>

<b>Trusts</b>	<b>Non-Expend</b>	<b>Avail/Int</b>	<b>Expended</b>	<b>Encumbered</b>	<b>Balance</b>
Appleton / Mansfield	\$ 11,000	\$ 5,558	\$ -	\$ -	\$ 16,558
Edward Appleton	\$ 5,000	\$ 40,032	\$ -	\$ -	\$ 45,032
R/M Babcock	\$ 3,598	\$ 2,462	\$ -	\$ -	\$ 6,059
Stephen Foster	\$ 12,000	\$ 7,477	\$ -	\$ -	\$ 19,477
Charles Torrey	\$ 1,000	\$ 1,014	\$ -	\$ -	\$ 2,014
Donald Tuttle	\$ 500	\$ 905	\$ -	\$ -	\$ 1,405
Elaine & George Long	\$ 5,000	\$ 35,143	\$ -	\$ -	\$ 40,143
Barbara Hewitt	\$ 8,952	\$ 4,908	\$ -	\$ -	\$ 13,860
James Rawstron	\$ 1,613	\$ 1,233	\$ -	\$ -	\$ 2,846
<b>TOTALS</b>	<b>\$ 48,663</b>	<b>\$ 98,733</b>			<b>\$ 147,395</b>

<b>Name</b>	<b>Purpose</b>
Appleton / Mansfield	"...for the purchase of books other than those listed as fiction" (NONFICTION BOOKS)
Edward Appleton	"Purchase of books, paintings, engravings, works of art or other suitable useful furnishings
R/M Babcock	"Books on literary subjects and self-government" (BOOKS)
Stephen Foster	"Books ... to be inscribed 'Stephen Foster Fund'" (BOOKS)
Charles Torrey	"Books on non-fictional subjects" (NONFICTION BOOKS)
Donald Tuttle	"Books"
Elane & George Long	"Books or Equipment"
Barbara Hewitt	"Books"
James Rawstron	"Books on tape& furniture to house books on tape" (AUDIOBOOKS)

# December 2023 Board of Library Trustees Meeting

## VI. FINANCIAL REPORT

### a) FY25 Level 1 Budget

After reviewing the FY25 Level 1 budget request with the Town Accountant, the amount has changed to \$2,181,150, or \$2,550 less in salaries than was presented at the November meeting. There are no changes to hours or rates, but the new total accurately reflects the expected calendar of pay raises and schedules. The overall increase will be 3.6% rather than 3.7% reported in November.

The next step in the budget process is the presentation to the Select Board on Tuesday, December 12. Trustees are welcome to attend in person, via Zoom, or tune in to watch the meeting on RCTV.

	FY24	FY25	%
Administration	\$446,950	\$468,400	+4.8%
Collection Services	\$536,300	\$506,450	-5.6%
Public Services	\$714,900	\$779,400	+9.0%
General Expenses	\$133,200	\$143,000	+7.4%
Materials	\$272,375	\$283,900	+3.7%
<b>TOTAL</b>	<b>\$2,105,025</b>	<b>\$2,181,150</b>	<b>+3.6%</b>

### b) YTD FY24:

The FY24 salary budget is running approximately 6% under budget. Materials expenses are on target.

### November Gifts:

DONOR	AMOUNT	PURPOSE
Barbara Brady, Book Group Representative	\$50.00	In Memory of Barbara Boviard
Richard and Nancy Housman	\$50.00	In Memory of Barbara Boviard
Various Cash Donations	\$30.00	General
<b>TOTAL</b>	<b>\$130.00</b>	

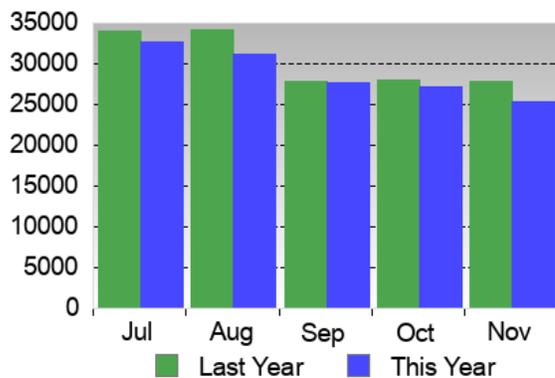
## VII. DIRECTOR'S REPORT

### a) December Snapshot

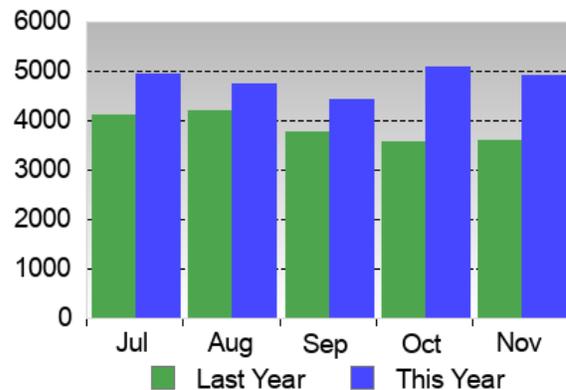
Usage	November 2023	October 2023	November 2022
<b>Circulation</b>	25,352	27,085	27,896
<b>Locker Use</b>	42*	103	N/A
<b>Meeting Rooms Rentals</b>	17	19	18
<b>Museum Passes</b>	143	119	79
<b>New Library Cards</b>	109	91	95
<b>Overdrive</b>	4,922	5,095	3,658
<b>Programs</b>	61	66	33
<b>Reference Questions</b>	1,748	1,528	1,731
<b>Visitors</b>	14,081	14,042	12,960
<b>Volunteer Hours</b>	10.5	11	42

\*Technical issues

#### Physical Circulation



#### Overdrive Circulation



### b) Facilities and Operations

- i) Tween Spot Update: The Tween Space mural is underway, and this project phase should be completed by January 1, 2024. The process with illustrator James Weinberg has been a fun opportunity for our younger visitors to interact with the artist. [We have shared a video of his work](#) on social media.

The project has hit some snags over the last few months but is slowly progressing regarding furnishings and shelving. We could not contract for the original custom furnishings and shelving designs we reviewed in July. With the Summer Reading Program in full swing, the team paused for a few months and returned to the drawing board in September. We looked at vendors selling ready-made and partially

customizable furniture and shelves. In late October, we selected a company, Norva Nivel, that will be able to complete this project. We are still discussing designs and do not have a timeline.

- ii) We experienced some technical difficulties with the pick-up lockers during November. We are working with the vendor to resolve hardware and software issues.

### **c) Collections, Programs, and Services**

- i) Michelle Filleul completed the Winter Brochure (December – February). [The Winter Brochure is available online.](#) and print flyers have a QR code that links directly to the document. For accessibility purposes, we provide print copies upon request.
- ii) Season 2 of the new Storytime format has started. This small-group model helps our younger friends make meaningful connections and remember the routines. Additionally, staff can greet every child by name and get to know their grown-ups!
- iii) This month's Special Guest Storytime was with Taunya Jarzyniecki from the Coalition for Prevention and Support. We discussed emotions, how to practice making faces, what it means when we are upset, and how to recognize our feelings. The kids loved her!
- iv) We saw many intergenerational moments at this month's children's passive activity with the light table. Including talking points for adults at the STEM Station enhances the experience for everyone.
- v) Children's Outreach Librarian Cate Zannino attended the district-wide teacher in-service day to sign up teachers for cards. She also visited Birch Meadow and Killam to do the same and has plans to visit Joshua Eaton in December.
- vi) Positive feedback to our first two Introduction to Genealogy meetings: *"Thank you so much for the session at the library and for identifying and sending along all these links and suggestions...you provide a terrific service...and I will reach out to you for further discussions and guidance as I pursue this new interest. You also make this process a lot of fun!"*

### **d) Horizons**

- i) The annual Martin Luther King, Jr Day event is scheduled for January 22, 2024, at the RMHS Performing Arts Center
- ii) Dementia Friends Training for RPL staff
- iii) Trustee Dates:
  - (1) January 8 General Meeting
  - (2) February 12 General Meeting
  - (3) March 5 Local Elections
  - (4) March 11 General Meeting

### **e) Personnel**

- i) December Anniversaries: Congratulations to Rebecca Bailey, who will have worked at RPL for six years this month!
- ii) Hiring: As referenced at the November meeting, the Library Director and Director of Equity have created a temporary, part-time OESJ Clerk position. This position is a trial run for a more formal internship program we hope to launch in FY25. We have a strong candidate and hope to make an offer soon.

**f) Professional Development (selected)**

- Accessible Learning Spaces: A Guide to Implementing Universal Design in Early Childhood
- Beyond Super Searchers: Public Libraries in the Age of Misinformation
- Crash Course: Crime, Mysteries & Thrillers
- Creating Safer Libraries: Foundations for Librarians and Frontline Staff
- Generative AI and Libraries: Beyond the Basics and Towards Integration
- Homeless Training: How to Manage Problematic Behavior Compassionately
- How to Train Your Community on Libby
- Innovative Engagement for Libraries: Using Sport, Physical Literacy, & Wellness to Engage & Support Your Community
- Library Programs for Homeschoolers: A Guide
- Native Storytelling in Children's Books
- Personnel Skills for Library Managers and Supervisors
- Researching Black Soldiers in the Civil War

Respectfully submitted,

Amy Fang Lannon, Director (*she/her*)  
December 6, 2023



# Town of Reading Meeting Minutes

2016-09-22 LAG

## Board - Committee - Commission - Council:

Board of Library Trustees

Date: 2023-11-14

Time: 7:00 PM

Building: Reading Public Library

Location: Community Room

Address: 64 Middlesex Avenue

Session: Open Session

Purpose: General Meeting

Version: Final

Attendees: **Members - Present:**

Patrick Egan, Chair; Monette Verrier, Vice-Chair; Andrew Grimes, Secretary;  
Cherrie Dubois; Cappy Popp

**Members - Not Present:**

Monique Pillow-Gnanaratnam

**Others Present:**

Amy Lannon, Director; Michelle Filleul, Assistant Director;  
Meaghan Clemente, Administrative Assistant;

**Minutes Respectfully Submitted By:** Andrew Grimes, Secretary

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## Topics of Discussion:

I. **Call to Order at 7:00 p.m.**

II. **Public Comment**

No public comments were made in person or remotely.

III. **Update: Ad Hoc Library Landscape Committee**

Activitas and the Library Landscape Committee hosted a Neighborhood Listening Session regarding the Landscape Improvements on Thursday, November 9. The Library mailed notices to approximately 100 households and posted the meeting online. One neighbor attended in addition to Ad Hoc Library Landscape Committee member Jake Soucy and his wife, Mary. This response was much lower than anticipated, but the meeting garnered additional input.

The lack of attendance shows a need for more awareness of the project's scope. Therefore, we have added a webpage to the Library website with background information and a timeline about the Library Landscape project. The page also includes links to helpful resources such as presentations, meeting minutes, and meeting recordings. Activitas expects to distribute a community survey to solicit additional feedback and may hold another neighborhood meeting after conceptual plans are developed.

#### **IV. Collection Requests: Toys for Tots and House of Hope**

Ms. Filleul requested approval for the Library to be a collection site for the annual Toys for Tots program organized by the United States Marine Corps Reserve. The Library has participated in the program in prior years. Collections start as soon as possible and continue through December 8.

Ms. Lannon requested permission for the RMHS Interact Club to set up a collection bin in the library lobby for the House of Hope, a homeless shelter in Lowell. Collections start as soon as possible and continue through December 15.

Ms. Lannon further noted that the Reading Education Foundation has a tree on display in the Library lobby advertising their upcoming Festival of Trees event on December 2 and 3. The Friends of the Reading Public Library will also collect materials for their book sale room from December 4 through December 9 in the Library lobby. The Reading Lions Club has an ongoing eyeglasses collection box in the Health Nook near the Reference Desk with no specific end date. Donations have been plentiful, and the box has been emptied several times.

Mr. Popp asked about the placement of the donation boxes in the lobby. Ms. Lannon suggested that the Toys for Tots bin be placed in the foyer near the Festival of Trees display and that the House of Hope bin be placed across from the Borrower Services Desk. Ms. Filleul noted that a contact from the Fire Department regularly collects the Toys for Tots donations. A contact for the RMHS Interact Club is also on file if intermittent pickups are needed to prevent overflow.

Ms. Verrier arrived at approximately 7:10 p.m. The discussion was briefly summarized and reviewed.

*Motion: To approve the placement of a collection bin for Toys for Tots through December 8, 2023, and a collection bin for House of Hope through December 15, 2023, in the Reading Public Library lobby.*

*(Popp / Dubois)*

*Vote: Approved 5-0*

#### **V. Policy Review: Borrowing Policy, Fines & Fees Policy**

Library staff have suggested a few minor changes to the Borrowing Policy and no changes to the Fines & Fees Policy. Checkout limits on CDs and DVDs have been eliminated. The Library of Things equipment agreement requirement has also been eliminated to reduce paperwork, though patrons should be aware of the higher replacement cost of these unique items. Guideline sheets make the replacement costs transparent for lost or broken items.

Ms. Verrier questioned checkout preference for Reading residents given the high popularity of items like the Oculus virtual reality headset. The Reading residency requirement for the Library of Things has been removed, although all items must be picked up in person at the Borrower Services Desk. Evergreen, the Library's integrated library system software, does not allow for preference for Reading residents when placing holds once availability is opened up to borrowers from other libraries. Mr. Popp

asked for clarification regarding the amendment date of the Policy. Ms. Lannon confirmed this is the date the Board will vote on proposed changes.

Ms. Lannon suggested combining the Borrowing Policy and the Fines and Fees Policy in next year's update while incorporating more formal procedures and guidelines for library cards. She noted that online library card registrations will be made available soon through Quipu eCard software.

Ms. Lannon noted that museum pass reservations are currently limited to Reading residents due to requirements imposed by the lending museums. However, many museums have relaxed these requirements since the COVID-19 pandemic to encourage visitors. Some libraries have opened museum passes to non-residents through reciprocal borrowing. Mr. Egan agreed that additional research and analysis of current usage is needed to ensure continued availability for Reading residents. Ms. Lannon noted that video games were previously only available at the library that owned them, but they have become more widely open to non-residents as collections have grown.

## **VI. Financial Report**

### **a. Summary of FY25 Level I Draft Budget**

Ms. Lannon reviewed the FY25 Level I Draft Budget that will be presented to the Select Board in December. The Town Manager or their designee will present a balanced budget to the Finance Committee in February, which will be further reviewed and formally voted on during the April Town Meeting.

The Library's recommended municipal budget request is \$2,183,700, an overall increase of 3.7% over FY24. The Finance Committee has issued guidance for a 4% increase. Pending union contracts, the expected Cost of Living Adjustment (COLA) for non-union municipal salaries is 1.25%. Materials spending for certification and eligibility for State Aid funding is also critical. Several expense lines have a slight increase.

Programming expenses have been significantly increased, including community programming under the Office of Equity and Social Justice. In FY23, the Library spent approximately \$12,000 on new community and cultural events, education, and training, offset by \$4,000 in grants. Therefore, the programming budget request is a \$6,500 increase.

Mr. Albert Pless recently presented to the Select Board on November 7 and hopes to present to the Board of Trustees soon. Tracking the Office of Equity and Social Justice expenses is important if these operations are ever transitioned to a different Town Department.

Ms. Lannon clarified the salary percentage changes that reflect transitioning a paraprofessional position from Collection Services to Public Services. Ms. Lannon confirmed that FY24 salaries are running approximately 5% under budget due to previously vacant positions. However, as of Monday, November 13, the Library is fully staffed, including student pages.

Ms. Lannon will file the FY25 action plan with the MBLC in December.

## **b. YTD Budget**

The Library has recently received some nice donations, many of them in memory of Mary Hubbard Blake. Due to this month's Tuesday meeting and holiday schedule, a warrant for library bills will be made available for signature by Friday, November 17.

## **VII. Director's Report**

### **a. Facilities**

Ms. Lannon reviewed October usage statistics, highlighting the increased number of visitors. The Library is still working on expanding volunteer opportunities, especially for young adults. Homebound delivery usage and volunteers remain strong.

A panic button was accidentally pressed recently, requiring a public safety response and providing learning opportunities for the current process and procedures. Ms. Lannon will meet with public safety officials and review and update the Library's internal Emergency Response guide accordingly. On Monday, November 13, the carbon monoxide monitor in the basement boiler room was triggered, prompting an evacuation of the building and a response from the police, fire, and facilities departments.

An ergonomics consultant from MIIA recently reviewed service desk and individual workstation needs as part of the recent Staff Development Day free of charge. Public service desk stations are a particular challenge as they need to be flexible to accommodate the needs of multiple employees. The Library will apply for an MIIA grant with other town departments for funds to purchase specifically recommended ergonomic equipment.

### **b. Programs, Collections, and Services**

The Health Nook in the turret near the Reference Desk was officially launched in October. The space offers accessible health information to the public, including dedicated kiosks and state and local health resources. Community Health Librarian Susan Beauregard is engaging in various programming and outreach to community groups.

In collaboration with the Information Technology and Facilities Departments, two ADA-compliant iPad catalog stations have been installed in the Children's Room and Reading Room. Additional equipment has been ordered for the Reference Desk and Ground Floor areas.

Museum pass reservations have increased and are approaching pre-COVID usage levels. Passes for Battleship Cove and Garden in the Woods were recently added. Ms. Dubois noted the dedication of Reading resident Edward Palmer in bringing the USS Massachusetts to Fall River and helping to establish Battleship Cove. Local History Librarian Jocelyn Gould is researching ways to promote the new museum pass.

Artwork by Library staff members Dawn Colford, Judy Terrazano, and Eileen Barrett is on display in the Studio area of the Library. Town Hall has previously worked with the Reading Art Association to display local artwork, and the Library is also doing so now.

Public Services Division Head Andrea Fiorillo recently testified at a legislative hearing at the State House in support of two bills addressing book bans and the freedom to read. As the president of the Massachusetts Library Association, Ms. Filleul also attended. Many librarians, including school librarians, shared their stories and experiences.

Autumn Hendrickson recently presented on Reading's Contribution to World War II. Local History Librarian Jocelyn Gould recently hosted Simmons University students for a seminar project for an Outreach and Advocacy for Cultural Heritage course. Parker Middle School 6<sup>th</sup> grade tours will finish in November. 6<sup>th</sup> graders from Coolidge Middle School will visit in the spring of 2024.

Ms. Filleul is working to obtain funding for a LyriQ Assistive Reader to be added to the Library of Things collection. This device scans printed documents and reads the words out loud to assist people with blindness or vision impairments.

### **c. Personnel**

Library Associate Suzy Axelson recently celebrated eight years of service, although she was involved with the Friends of the Reading Public Library for many years before that. New Librarian II – Adult and Teen Services Sara Kelso started on November 13, 2023. Ms. Kelso previously worked at the Library as a substitute librarian. The Library is now fully staffed. The Friends of the Reading Public Library generously supported the Library's annual Staff Development Day, which focused on health, wellness, and team building.

An opportunity for a Diversity, Equity, Inclusion, and Accessibility (DEIA) internship is being explored to provide extra support for the Director of Equity and Social Justice, Mr. Albert Pless, due to the availability of municipal salary funds in the current FY24 budget. A recent college graduate from Reading is interested in creating a series of disability-related workshops for the Library in collaboration with Mr. Pless. This individual could provide additional assistance and support for other DEI programs and associated administrative tasks for 10 to 15 hours per week for a set number of weeks. This test case will help inform the needs and expectations of a future DEIA internship program, which may be funded by a grant or college stipend. Mr. Egan asked about the timeline for formal approval from the Town. Ms. Lannon explained that she hopes to post the position soon. The position will be on the seasonal compensation chart overseen by the Town Manager.

### **d. Professional Development**

Ms. Filleul, Children's Librarians Cate Zannino and Megan White, and Young Adult Librarian Meghan McCabe recently attended the New England Library Association (NELA) conference in Springfield. The conference was a valuable networking opportunity that generated new ideas and positively reinforced ideas already in place.

Public Services Division Head Andrea Fiorillo and Collections Services Librarian Kathryn Geoffrion Scannell will attend the Public Library Association (PLA) conference in Columbus, Ohio, in April. Several other staff members will attend the Massachusetts Library Association (MLA) Conference in Framingham in May.

## VIII. Approval of October 10, 2023, Meeting Minutes

A typographical error of “Mr.” Lannon rather than “Ms.” Lannon was noted in section IV. b. paragraph three. The season of “fall” was also inadvertently capitalized in several places.

*Motion: To approve the minutes of the October 10, 2023, Trustee Meeting as amended.  
(Dubois / Popp)*

*Vote: Approved 5-0*

## IX. Future Agenda Items

Ms. Dubois noted a recent WBZ news report highlighting booths at the Marlborough Public Library that allow adults with babies to work at the computer. The product is manufactured in the United States and allows working parents to get out of the house with their infants.

Ms. Verrier asked about the status of the exterior library lockers, which were out of service over the weekend due to server issues with the vendor. Library staff are working on resolving this. Ms. Filleul also confirmed that the exterior book return drop is closed on certain, but not all, long weekends because of overflow. One alternative is to have staff work overtime on holiday weekends while the Library is closed to empty the book drop.

Ms. Verrier inquired about the status of the transition plan for Town Manager Fidel Maltez, who will begin work as the Chelsea City Manager on January 1. Ms. Lannon reported that a hiring committee will contain some municipal staff members who are Reading residents. The Town is using the same consultant that hired Mr. Maltez. The timing of the process is difficult due to the holidays, and the final candidate may have to give a long resignation notice to their employer (30-60 days). However, it is moving along as quickly as possible. The Select Board will vote for an acting interim Town Manager during the transition.

Director of Equity and Social Justice Albert Pless expects to present at an upcoming Board meeting. Public Services Division Head Andrea Fiorillo will also give a winter programming update in December. The Library held 66 programs in October despite being closed for Columbus Day and Staff Development Day. This is an increase from the typical 45 to 50 programs usually held each month.

Adjournment 7:54 p.m.

*Motion: To Adjourn 7:54 p.m.*

*(Popp / Verrier)*

*Vote: Approved 5-0*

Respectfully Submitted,

Andrew Grimes, Secretary