

**Manchester Community Library**  
**Board of Trustees Regular Meeting Minutes**  
**Saturday, November 4, 2023**

*The Manchester Community Library is open to all as an inspiring gathering place for the community, providing opportunities and resources for personal enrichment and growth.*

**Trustees Present and Constituting a Quorum:** Amanda Baer, Melissa Bell, Rhonna Cass, John Clark, Fran Fauver (remotely), Ann Graham, Peter Kinder, Katherine Monahan, Margi Putney, Jeff Spencer

**Trustees Absent:** Linda Oskam

**Staff Present:** Edward Surjan

**Call to Order:** Chair J. Clark called the meeting to order at 10:07 AM.

**Consent Agenda: A motion was made by M. Bell and seconded by Ann Graham to accept the consent agenda.**

**Executive Director Report**

ED gave an update on staffing. Three new patron experience staff members have been hired, two part-time and one full-time.

ED gave a preview of the Advancement Dashboard. The Board reacted positively to the dashboard and expressed that having a clear representation of real-time data was helpful. The plan is to create a dashboard for other library metrics, like circulations, programs, visits, etc.

A reminder that the 10th anniversary of the library building and name change to Manchester Community Library is approaching in the fall of 2024. We should plan a celebration.

The annual report is almost ready. Appeals are almost ready.

The need to improve acoustics in the Hunter Room was discussed. The third bid for this work has come in. It's a complicated project, and the proposals need to be reviewed.

J. Spencer will review the facilities plan created 4-6 years ago. The aim is to plan for maintenance as opposed to reacting to problems.

**Governance Committee**

M. Putney presented the results of the trustee self-assessment. Lowest rated areas were discussed.

- Board education. Governance will come up with future board education suggestions. Reading *Expect More: Demanding Better Libraries for Today's Complex World*, by David Lankes, is an example of board education.

- The Employee Handbook will be reviewed and updated by the ED and HR consultant. It will be presented to the Governance Committee for review in May and brought before the Board in June.
- Annual safety training for staff. ED will create a checklist of what training is needed. The Board will approve this list.
- Governance will create an emergency succession plan for the Executive Director.

M. Putney presented the results of the strategic alignment survey in which trustees self-selected their top areas of expertise. The intent is to understand what skills are needed for the board and then identify community members who possess these skills as potential future trustees.

Review of trustee nomination of Liz Perkins.

**J. Clark made a motion to approve Liz Perkins's nomination to the MCL Board of Trustees for a term of three years, effective December 2023, seconded by A. Graham. The motion passed unanimously.**

### **Old Business**

No old business discussed

### **New Business**

J. Clark recommends that a survey/strategic plan be put into motion.

**Executive Session: M. Bell motioned to enter Executive Session at 11:07 AM. The motion was seconded by A. Graham and passed unanimously.**

**J. Clark made a motion to exit the Executive Session at 11:57 AM. The motion was seconded by P. Kinder and passed unanimously.**

**Adjournment:** The meeting was adjourned at 11:58 AM.

**Next meeting:** Tuesday, December 12, 2023, 4:00 PM.

Respectfully submitted,

Margi Putney

Secretary