

**Newburyport Public
Library Board of Directors
Virtual Meeting Minutes
May 18, 2022**

Call to Order

The meeting was called to order at 5:17 pm by Ms. Valeriani. Roll call was taken.

Present: Kathy Carey, Marcia Edson, Gary Gorski, Christian Hansen, Sarah Holden, Steve Moore, Susan Shefte, Sarah Spalding and Elizabeth Valeriani.

Giselle Stevens, Head Librarian and Sara Kelso, Assistant Head Librarian and Acting Recording Secretary.

Absent: Marcia Edson, Mayor Sean Reardon, and Councilor Heather Shand.

Public Comments: There were no additional participants in the meeting.

Approval of Minutes

The minutes of the April 20, 2022 virtual meeting were approved.

Next Meeting

The next board meeting will take place at the Library on June 15, 2022 with a virtual attendance option.

Head Librarian Report

Library Story

Ms. Stevens was working at the Circulation Desk on Saturday, May 14, 2022 and a patron said, *'Every time I check out a book, I feel like I'm stealing! All this great stuff and it's for free!'*

A young patron visited the Children's Room and asked for "cookie bookmarks." The librarian asked how he knew about cookie bookmarks and he shared that a friend had sent him to the library for one of his own.

Budget

The proposed FY23 municipal budget is posted on the City website. The proposed Library budget review by the Budget and Finance Committee of the City Council is scheduled for June 2, 2022. The proposed Newburyport Public Library budget is 1.57% of the total \$93,287,744 proposed City budget.

Building and Grounds

The vestibule roof was examined by the roofing company and the cause of the April ceiling leak in the vestibule has been identified as a failure of the seal around the large second floor windows above the vestibule.

Storm windows have been removed and the changeover from heat to air conditioning will be scheduled for June.

Wall repair and painting has been completed in the Children's Room office and Circulation office.

New banners have been hung on the lampposts by the front ramp at the entrance to the building.

Large print, DVD, and CD audiobook collections have been moved. DVDs are located in the back hallway near the Program Room, audiobooks are in the Reading Room, and large print books and the Library of Things are in the Tracy Mansion hallway. This change will allow for the expansion of the very popular large print collection.

Personnel

One on-call substitute has been hired. Ms. Van Almkerk also works as a Library Technician at the Ipswich Public Library.

Policy

Final updates to the Volunteer Policy were presented for review. Ms. Shefte inquired about scheduling parameters and the wording associated with "consistent schedules," as the Archival Center utilizes some volunteers on a project basis, rather than in regularly scheduled weekly shifts. Upon discussion, the stated parameters were determined to include irregular and project-oriented volunteers. Ms. Valeriani introduced a motion to accept the policy as reviewed. Mr. Moore seconded the motion. The revised Volunteer Policy passed unanimously.

The Collection Development Policy was presented for review in response to local and nationwide library materials challenges, including challenges at the Newburyport schools. Ms. Stevens has provided guidance to library staff on how to respond to patron concerns. Many library patron policies and Massachusetts law address removal of library materials. Ms. Stevens stated in addition that checkout and willful failure to return library materials equates to theft according to Massachusetts law. Ms. Stevens requested a revision to the NPL Collection Development Policy to include a Newburyport residency requirement in the process of challenging Newburyport Public Library materials. Ms. Shefte inquired about the response to non-resident patrons challenging materials. All challenges will be directed to the Head Librarian, but formal requests for reconsideration from non-residents will not be considered. The form associated with the reconsideration request will be amended to include "producer" in

tandem with “publisher” to incorporate digital content challenges. The form will also add a question regarding the status of the individual(s) challenging material, and what group, if any, they may represent in the formal challenge. Ms. Stevens shared the procedure that would follow internally upon receiving a challenge. Mr. Hansen suggested additional wording to this form to include information about next steps after the form is submitted to the Head Librarian. Mr. Gorski inquired about the need for clarification between charges associated with lost materials and costs incurred resulting from theft, and whether existing policies sufficiently address these circumstances separately from any other fines or fees. The Circulation Policy will be reviewed at the June meeting to address this question. Additional staff training regarding materials challenges will follow soon. Ms. Holden introduced a motion to accept the amended Collection Development policy as discussed. Mr. Moore seconded the motion. The revised Collection Development policy passed unanimously.

Staff Training

Ms. Atherton, Adult Services Senior Librarian has been accepted to the Massachusetts Municipal Association Suffolk Certificate in Local Government Leadership and Management program for fall 2022.

Friends of the Library

The Friends of the Library approved an additional \$5,000 in FY22 to purchase new furniture for the staff lounge and to complete reupholstery of two chairs for patrons.

The Friends of the Library Landscape Project Committee met on May 3, 2022. A request for landscaping proposals has been sent to eight area landscaping firms.

Old Business

Archival Center CPA Grant HVAC Project

The Community Preservation Act (CPA) grant-funded project to replace the Archival Center HVAC units is moving forward. The exterior dry cooler units have been delivered and installed. Final electrical, plumbing, and equipment installation is expected to be completed by the end of June.

Head Librarian Search

Final interviews took place during a special meeting of the Board of Directors on May 16, 2022. Ms. Kelso was offered and has accepted the position as the 12th Head Librarian of the Newburyport Public Library. Her start date in this new role will be July 11, 2022.

Other Old Business

None.

New Business

NHS Cushing Prize

The Cushing Prize is awarded to two Newburyport High School students for excellence in English. The 2022 recipients are Emma Lowe and Lucas Daignault. They will receive \$100 gift certificates to the Jabberwocky Book Store. This is the 132nd year of these library trust fund supported prizes.

Calendar

Ms. Stevens will be attending the Massachusetts Library Association (MLA) Conference in Hyannis on May 23, 2022. She will be part of a panel presentation on Human Resources. Library Technician A. McGrath will also attend the conference as the Chair of the Para librarian Section of the MLA.

Ms. Stevens and Ms. Kelso participated in a Cultural Forum sponsored by the City and the Cultural Council.

Ms. Stevens and Ms. Kelso participated in the Chamber of Commerce and Newburyport Arts Collaborative Spring Festival on May 14, 2022, and May 15, 2022.

The Library collaboration with the Parker River Wildlife Refuge (PRWR) has resumed with Children's Room staff offering a monthly story time in the PRWR Visitor Center garden.

The Massachusetts Board of Library Commissioners is offering a virtual trustee training on Collection Development and Intellectual Freedom on Thursday, June 16, 2022, at 10:00 a.m.

April Statistics

Despite a decrease in April following the Spring Great Old Book Sale, overall monthly attendance continues to increase.

Volunteer hours have been added to the monthly statistics for NPL Board review.

Other New Business

Library staff have been focusing on new marketing materials including informational handouts, brochures, and in-house bookmarks. The NPL website homepage has featured resources and a news section.

Adjournment

Ms. Shefte introduced a motion to adjourn the meeting. Mr. Connolly seconded the motion. The meeting was adjourned at 6:17 pm.