

**Newburyport Public Library**  
**Board of Directors**  
November 15, 2023  
IN-PERSON MEETING

This meeting will be held in the Program Room on the first floor. The meeting will begin at 5:15 pm.

**MINUTES**

- I. Call to Order
  - a. Roll call
    - 1. Kathy Carey, James Connolly, Marcia Edson, Gary Gorski, Christian Hansen, Sarah Holden, Steve Moore, Mayor Sean Reardon, Sarah Spalding, Elizabeth Valeriani, and Madeleine Whitten
    - 2. Absent: Councilor Heather Shand
  - b. Public Comment:
    - 1. Becca Tansey greeted the board and said hello.
    - 2. The mayor said thank you to Jessica Atherton for her assistance.
  - c. Minutes:
    - 1. October minutes were approved. Sarah Holden motioned to approve; Steve Moore seconded.
    - 2. The board discussed that the September minutes will continue to be reviewed. They will be resubmitted at the next meeting.
  - d. Next Meeting Date: December 20, 2023
- II. Head Librarian Report
  - a. Budget
    - 1. Kevin Bourque met with Ethan Manning of the Financial Planning Department on 11/14/2023.
      - 1. Discussion topics included upcoming Capital Improvement Plans (CIPs) and the Municipal Appropriation Requirement (MAR)
      - 2. Christian Hansen asked about state aid dates. Kevin Bourque provided an overview of the process, including relevant dates and project highlights.
  - b. Policy
    - 1. Volunteer Policy & Volunteer Program
      - 1. Kevin Bourque shared that he is reviewing the current draft.
      - 2. Kevin Bourque has approached Donna Drelick, the Human Resources Director, who has agreed to provide feedback on the development of the policy and procedures.
        - a. Sarah Holden asked for more detail on plans for getting input from volunteers and staff. Mr. Bourque added that the feedback process will also include the union and City Hall.
  - c. Strategic Planning
    - 1. The goal is to have a draft to the board by August 2024.
    - 2. Kevin Bourque is in the process of gathering recommendation for Strategic Planning Consultants from other MVLC libraries. Mr. Bourque has experience working on two other strategic plans.
      - 1. Christian Hansen asked about the end of the last strategic plan. Jessica Atherton responded that ends in FY24.

2. Christian Hansen asked about funding the consultant. Kevin Bourque answered that the funds come from state aid.
3. Gary Gorski asked about the Peabody Fund. Kevin Bourque indicated that he has been in contact with them.
4. Christian Hansen asked about feedback options. Kevin Bourque responded that 5% of the population is the target goal. Kevin Bourque explained the process, which involved a committee, feedback sessions, questionnaires, focus groups, among other methods to gather information. Christian Hansen asked about a flash vote option and Kevin Bourque expressed interest in this idea.
5. Sarah Holden shared ideas on how to get to know the staff. Kevin Bourque indicated that he will be meeting with each of the staff members, which will be a good time to get more information.

III. Adjournment at 6:35 pm: Steve Moore motioned and Sarah Holden seconded.