

Emma Andrews Library and Community Center, Agenda. November 16, 2023
Meeting is at **5:00pm**, 77 Purchase Street

1. Call to order

2. Roll call

3. Adoption/amendment to agenda

4. Public Comment:

Note: All public comment shall be limited to two minutes per speaker and must be related to an agenda item below.

5. Approval of minutes of October 2023 meeting.

6. Report from the Mayor's Office on the building and equipment

Computer issues are ongoing. Susan is working hard to get resolved.

7. Correspondence

8. Report from the Association

Report on current and recent events, issues and successes

20 people attended the birthday luncheon

We have a Santa for December 2.

9. Old Business

Volunteer handbook status – now approved

Commission members' tenure or length of term – Aine reached out to Andrew; Susan has reached out to Christine.

Scheduled events for late fall and winter 2023/'24

Volunteer shift assignments; should they read at desk or do tasks, e.g. make phone calls?

10. New Business

Who is authorized to assign tasks to circulation desk volunteers?

Other new business?

11. Adjournment Public Commentary: