

Newburyport Public Library
Board of Directors
17 April 2024
IN-PERSON MEETING

MINUTES

- I. Call to order at 5:15 p.m. in the Program Room.
- II. Roll call and introductions
 - a. Welcome new Board member Caroline McCarthy
 - b. Present: City Council President Ed Cameron, James Connolly, Kristen Donahue, Gary Gorski, Sarah Holden, Caroline McCarthy, Stephen Moore, Madeleine Whitten, and Head Librarian Kevin Bourque
 - c. Absent: Mayor Sean Reardon, Christian Hansen, and Sarah Spalding
 - d. Guests: Christine McKernan and Florentina Gutierrez
- III. Public comment
 - a. Walt Thompson (100 State Street, Apt. 2, Newburyport) spoke about an investigation request related to the Archival Center and the volunteer policy previously discussed at the March meeting.
- IV. Approval of previous meeting minutes
 - a. 20 March 2024 meeting minutes. Mr. Moore motioned and City Councilor President Cameron seconded. The motion passed.
 - b. 27 March 2024 meeting minutes. Mr. Moore motioned and City Councilor President Cameron seconded. Sarah Holden abstained. The motion passed.
- V. Next meeting date: 15 May 2024
- VI. Head Librarian report
 - a. Budget
 1. Fiscal year 2025 (FY25) budget development
 1. Met with the Mayor and the Finance Director to discuss the Library budget proposal
 2. Will meet with the Mayor again if modifications need to be made
 3. Scheduled to meet with the City Council for budget workshop on Wednesday, 12 June 2024
 - b. Library statistics
 1. Attendance: March, 13,082; FY24 average, 10,909
 2. Circulation: March, 24,568; FY24 average, 22,846
 - c. Building and grounds
 1. Audiovisual equipment repair and upgrade
 1. Date: Friday, 19 April 2024
 2. Scope of work
 - a. Installing new Baron wireless presentation component
 - b. Installing new wireless microphone system
 - c. Replacing damaged wall outlets
 2. Program Room hearing loop installation
 1. Date: 1–3 May 2024
 2. Scope of work

- a. Installing frequency modulated (FM) hearing assistance system
 - b. Installing hearing loop
 - i. Perimeter wire with associated appliances
 - ii. Integrated into our AV system
 - c. Commentary
 - i. Ms. Holden asked about the funding. Mr. Bourque explained that it is coming from a Library Services and Technology Act (LSTA) grant and the Friends of the Newburyport Public Library is paying for the AV system.
- d. Personnel
 - 1. Presentation on Bright Spots by Library Technician Chris McKernan. Additional details shared by Mr. Bourque.
 - 1. Commentary
 - a. Ms. Holden inquired about who writes the Bright Spots commentaries. Ms. McKernan explained that it was run by staff for staff.
 - 2. Staff Librarian for Children and Teens Department
 - 1. Internal search concludes on 22 April 2024
 - 2. External search will be conducted if there are no qualified internal candidates
 - 3. Typical job posting includes advertisements on MBLC website, listservs, and other job posting locations
- e. Volunteer program development
 - 1. Review by the City's Human Resources (HR) Department and American Federation of State, County, and Municipal Employees (AFSCME) Union is complete.
 - 2. Revisions were made based upon the recommendation from HR and AFSCME Union
 - 3. Library staff members will review revised version and vote on whether to approve the revision or not
 - 4. Goal is to have a draft to the Board of Directors to review by 8 May for discussion at the 15 May meeting.
- f. Outreach and community partnerships
 - 1. Outreach
 - 1. 12 home delivery patrons were served this month
 - 2. Ongoing community partnership
 - 1. Newburyport Recreation and Youth Services
 - a. Walk-in hours with the City's social worker
 - b. Youth Council meetings
 - 2. Council on Aging/Senior Community Center
 - a. Next Chapter book club
 - 3. Commentary
 - a. Mr. Moore asked if there was a waitlist for delivery service. Senior Librarian Flor Gutierrez shared that there is no waitlist and added that two more people were recently added to the list. Ms. Gutierrez shared ways to get to request delivery.
 - b. Mr. Moore and Ms. Holden asked about the guidelines and Ms. Gutierrez clarified.

- c. Mr. Gorski asked if there was collaboration with the Senior Center. Ms. Gutierrez responded that this is something that they are working toward in the coming year.
- g. Programming
 - 1. 51 programs
 - 2. 795 attendees
 - 3. Commentary
 - 1. Ms. Holden asked about attendance. Mr. Bourque responded with programming information.
- h. Calendar
 - 1. Previous month
 - 1. Modified schedule on 4 April from 11:00 a.m. to 4:00 p.m. due to inclement weather
 - 2. Patriots Day, 15 April 2024
 - 2. Upcoming month
 - 1. Memorial Day, 27 May 2024
- i. Strategic planning
 - 1. Community feedback update
 - 1. Community surveys: 844 responses total
 - a. Overall percentage of the population: 4.46%
 - i. Since the total response rate was below 5% and respondent locations included other areas besides Newburyport, the total is not considered statistically significant for Newburyport residents.
 - ii. Average response percentage for similar types of surveys is 1%–2%
 - b. Community (a.k.a. Adult) survey
 - i. 822 Respondents
 - c. Teen survey, grades 6–12
 - i. 22 respondents
 - 2. Focus groups
 - a. Social Services Safety Net Organizations: 4 April 2024
 - b. Friends of the Library Board Members: 8 April 2024
 - c. Adults over the age of 65: 18 April 2024 at 10:30 a.m.
 - d. Parents and caregivers of young children: 18 April 2024 at 6:30 p.m.
 - 3. Strengths, opportunities, aspirations, and results (SOAR) exercise prioritization surveys close this week
 - 2. Strategic Plan Development webpage with links to reports and plan components as they are released or approved
 - 1. Available online at the Library's website (www.newburyportpl.org)
 - a. Information included in the News section on the website's main page
 - b. Also included under the About Us tab, then Policies & Strategic Plan, under the Library Strategic Plan Heading
- j. Additional commentary
 - Mr. Gorski asked about the criteria for keeping items on the shelf. Mr. Bourque responded that the Library has a Collection Development Policy that details the criteria including condition, and usage. Mr. Bourque added that titles with local significance are kept in the archival center.

VII. Executive session

- a. M.G.L. c. 30A, s. 21(a)(1) "To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual." Ms. Holden motioned. Mr. Moore seconded. The motion passed unanimously.
- b. The meeting was adjourned in executive session at 7:06 p.m.