

BOARD OF TRUSTEES (BOT)
SANDWICH PUBLIC LIBRARY (SPL)
MINUTES FOR APRIL 13, 2021

TOWN CLERK
TOWN OF SANDWICH
JUN 15 2021
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Present: Chairman Mark Wiklund, Jeanie Vander Pyl, Christine Brown, Ted Scribner, Bill Wagner, Bob Thomson and Library Director Joanne Lamothe

Absent: Vice Chairman Joe Roche, Katie Miller and William Fleming

Guest: Tao Woolfe – The Sandwich Enterprise

The meeting was called to order at 7:03 p.m.

Review and Approval of Minutes from March 9, 2021 meeting

ChristineB motioned to accept the March 9th minutes – BobT seconded – and all were in favor.

Roll call – approval of minutes.

Bill Wagner – aye	Ted Scribner – aye
Bob Thomson – aye	Jeanie Vander Pyl - aye
Mark Wiklund – aye	
Christine Brown – aye	

Director's Report

Update on renovation project and current services –

- Main St Building Renovation –

Millwork for the circulation desk, reference desk and tech bar has been completed.

The 1910 windows have been reinstalled.

Working on the windows of the 1984 building.

Outdoor work is happening on the parking lot side steps, side ramp, rear patio and new ramp installation at the Macknight room patio entrance.

Project add-on – installing a new state of the art wireless security system.

Items nearing completion - furniture order, audio and visual, shelving, bathroom fixtures, lighting and the store front glass work.

- Current Services –

The library has received its certification from the Board of Library Commissioners.

The library has received its second state aid installment of \$30,308 which is about a \$5,000 increase from the prior year's second installment.

The American Library Association will be offering grants to libraries from \$30,000-50,000. Opportunities for funding some of the library add-on projects may exist in these grants.

Chairperson's Report

Project communication plan (BobT, JoanneL, MarkW and the Friends/Tammy McDevitt) –

- BobT – will be attending the Friends meeting to discuss the communication plan for the reopening of the library.

Talking points –

- Big picture – see the library renovation as a once in a generation event.
- Plan celebrations and create publicity that will recognize the significance of this for the library community and the entire town.
- Maximize the chance to tell the library story by reengaging patrons, track new users and recognize the community support behind this achievement.
- This will be a season of reopening rather than a single event.
- Trustees and Joanne will take responsibility for planning the ribbon cutting ceremony and for the overall messaging/branding of the reopening.
- Looking to the Friends to continue doing what they do so well by further development of the reopening programs and the best way to use the new sales room.

Funding Request for Graphic Design/Photography Services –

- Along with properly planning the messaging of this season of reopening, we need to make sure it looks great and appealing. There needs to be a clear, visible and recognizable campaign face via visual photos.
- JoanneL – suggests a campaign theme of back to the future. A welcome back to the future library. A graphic designer will be required in order to achieve a professional looking campaign. Graphic designer, Donna Rockwell of Do Well Studio, is available to work on this project.
- BillW – Will there be any copyright issues with using Back to Future? JoanneL – The graphic designer will be handling any modifications necessary to avoid infringement.

- **Motion –**

JeanieV motions to allocate up to \$10,000 in Trustee funds for the design and production of graphics and photos for the campaign to reopen the library. TedS seconded and all were in favor.

Roll call – allocate trustee funds.

Bill Wagner – aye Ted Scribner – aye
Bob Thomson – aye Jeanie Vander Pyl - aye
Mark Wiklund – aye
Christine Brown – aye

Joanne Lamothe exited the meeting.

Director’s Evaluation –

- At 7:47 ChristineB motioned to adjourn and move to executive session for the purposes of discussing the director’s performance review – TedS seconded and all were in favor.

Roll call – adjournment to move to executive session.

Bill Wagner – aye Ted Scribner – aye
Bob Thomson – aye Jeanie Vander Pyl - aye
Mark Wiklund – aye
Christine Brown – aye

- Return to regular session at 8:09.

- **Motion –**

BillW motions to accept the four performance goals as amended by BobT. TedS seconded and all were in favor.

Roll call – performance goals.

Bill Wagner – aye Ted Scribner – aye
Bob Thomson – aye Jeanie Vander Pyl - aye
Mark Wiklund – aye
Christine Brown – aye

TedS motioned to adjourn – ChristineB seconded – and all were in favor.

Roll call – adjournment.

Bill Wagner – aye Ted Scribner – aye
Bob Thomson – aye Jeanie Vander Pyl - aye
Mark Wiklund – aye
Christine Brown – aye

Meeting was adjourned at 8:10 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Melinda Aguiar". The signature is written in black ink and is positioned above the printed name.

Melinda Aguiar