

Approved Minutes of the Pierson Library Board of Trustees meeting held June 7, 2023, 6:30PM

Present: Alice Brown, Interim Director Cathy Townsend, Holly Brough, Charlotte Albers, Becky Jewett, Kristin Kelly Jangraw, Lisa Merrill, Alex Nalbach; Library Director Candidate; Town Manager Matt Lawless and Jennifer Martinez until 6:47 PM.

Call to Order 6:30 PM

Approval of Agenda: Motion by Alice, second by Char 6:31 PM

Motion to approve minutes from May 11, 2023 by Becky, second by Char . Approved 6:33 PM.

Motion to approve minutes from June 7, 9:00 AM, 2023 by , second by . Approved.

Public Comment and discussion of new policy on drug-free workplace:

Jennifer Martinez shared a story about a man smoking from a glass pipe on the Library grounds during a children's story time. She researched the Library Policy afterward and found that there is currently no policy on drug use by visitors at the Library.. Jennifer had written to the Board about this issue. We discussed a draft of a potential addition to our policy regarding drug use, based on the Town's policy for employees. Matt wanted to make sure that the Town crafts a similar policy for visitors so that we're all consistent. Becky asks if this means that no alcohol can be served at any event in the Library. We decided that it is important to have a policy now, for any issue that arises in the near future, with the understanding that we can potentially modifying this drug use policy in the future.

Motion to approve this change to the policy made by Alice, seconded by Becky, Approved 6:46 PM.

This new addition will be inserted in Section 1.4.7 (General Operations, Emergencies, Patron Conduct). Under Part A (General), with a new heading called *Drug use in the Library or on the premises*:

The Pierson Library is committed to maintaining safe, efficient conditions for its visitors and employees by providing a drug-free space. This policy is adopted in accordance with the Drug Free Workplace Act, 41 U.S.C. §§ 8101-8106.

Visitors shall not be involved with the unlawful manufacture, distribution, possession, or use of an illegal drug, controlled substance or alcohol while on Library premises.

A visitor shall not consume alcohol or recreational marijuana on Library premises.

Enforcing this policy is already covered in Section 1.4.7, Part B (Consequences of disruptive behavior).

Director update:

Cathy presented to us a budget update. There is a big HVAC repair bill and a big bill for Town water from a water leak. It is still unknown exactly who will pay for the leaked water. This is the final month of our budget year and we spent about 100% of budgeted amount.

Can we reconfigure the book drop so that books aren't damaged? Perhaps use the old one, but with a new paint job.

New circulation assistant will start on Friday June 9. She will be trained by the out-going circulation assistant.

Trustee Projects and Ideas:

Holly and Kristin are revisiting our policy for Behavior in the Library in order to keep it current. Also a discussion of how to best educate after-hours visitors about library policies?

Building enhancements:

Plumbing issues being dealt with. Want to install a pump to do the work that staff need to do manually right now to keep the plumbing from flooding.

Sand and paint/stain tarnished outside of building near roof.

Are we still looking into getting nice little rugs for the hallway?

Add a cushion to a board bench in the Community Room? Becky is on it.

We need a sign that says, "please help yourself" by the Keurig coffee maker on the 2nd floor.

Art in the Library:

Volunteer Art committee met yesterday. Would like a digital copy of the lenders agreement for potential displaying artists. Q: How do we publicize our art exhibits? Can our Programming coordinator do this? Alex will meet with our Programming coordinator about this.

New storybook walk:

Weaves though the gardens. Rob installed it. This will be publicized!

Friends Book Sale June 9 - 11:

Pie sale, as well. Folks will donate a pie, and sell them for \$20/pie. Please sign up to help at the Friends Sale, Thursday through Sunday.

Community Gardens:

Great new garden volunteer arriving! Storywalk brings folks into the garden, which is great. Some folks would like identification signs for the plants in the garden. Many types are available, from super-fancy to playing & simple! Might also make an interpretive sign for our bioswale (wet garden). Might work to get these gardens certified to be training gardens for folks training to become Master Gardeners. Could we also put info about the gardens on the web page?

Motion that Executive Session is required by Char, second by Alice; approved 7:38 PM

Motion to move to Executive Session by Becky, second by Holly; approved 7:38 PM

Move to Executive Session 7:38 PM

Motion to exit Executive Session by Becky, second by Alice. Approved 8:09 PM.

Executive session ended 8:09 PM

Treasurer Report:

We're looking into to getting a CD but will delay making a decision until after we have hired a new director.

Next scheduled meeting, Thursday, July 20, 2023, **6:30 PM**

Motion to adjourn by Holly, second by Alex . 8:15 PM.