Present: Chair Bob Thomson, Vice-Chair Jeanie Vander Pyl, Mark Wiklund, Ted Scribner, Katie Miller, Bill Wagner, Mike McCartney, Jayne Burke and Library Director Joanne Lamothe

Absent: Christine Brown

The meeting was called to order at 7:01 p.m.

Review and Approval of Minutes from March 8, 2022

JayneB motioned to accept the March 8th minutes – MarkW seconded and all were in favor with three abstentions.

Roll call – approval of minutes March 8, 2022.

Bob Thomson – aye
Mark Wiklund – aye
Jayne Burke – aye

Jeanie Vander Pyl – aye
Bill Wagner - aye

Abstained – Katie Miller, Ted Scribner and Mike McCartney

Correspondence/Statements/Announcements

- None

Director’s Report

FY23 Budget Revision (handout) –

<table>
<thead>
<tr>
<th>Appropriated FY22</th>
<th>Revised Request FY23</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Subtotal</td>
<td>$852,143</td>
</tr>
<tr>
<td>Operating Subtotal</td>
<td>221,937</td>
</tr>
<tr>
<td>Total Department Budget</td>
<td>1,074,080</td>
</tr>
</tbody>
</table>

Less Weston Trust Fund Income: (17,500) | (17,500)

Less State Library Aid: (25,000) | (25,000)

Net Appropriation: $1,031,580 | $1,006,435

Notes – The decrease in salary budget arises from the retirement of the children’s librarian Stu Parsons. The library staff and town are currently under contract negotiations. Any salary increase will be funded through a salary reserve and added to the budget.
Upcoming Events (handout) –

- **April Events** –
  - Dan'l Webster “Dine for a Cause” fundraiser to support the Friends of the Library.
  - Author David Gillham (with Titcombs) visits the library with his book – The Shadow of Berlin.
  - Arbor Day activities with Eversource.

- **May Events** –
  - Author Lauren Wolk visits the library with her book – Wolf Hollow, My Own Lightning.
  - Titcombs Bookclub “Out of Africa” photographic safari.
  - Dan'l Webster “Dine for a Cause” fundraiser to support the Friends of the Library.
  - Author Anne Hood (with Titcombs) visits the library with her book – Fly Girl.
  - Author B. A. Shapiro (with Titcombs) visits the library with her book – Metropolis.

- **June Events** –
  - The Hyannis Sound concert on library grounds.
  - Kate Clifford Larson will speak live at the library to discuss her books in collaboration with the Sandwich for All group.
  - Last day of school will kick off the summer reading event themed – Ocean of Possibilities.
  - Author Nathaniel Philbrick (with Titcombs) will promote his book – Travels with George. Potential venue – Town Hall with approx 100 attendees.

- **July Events** –
  - Author E. Lockhart (with Titcombs) showcases her upcoming new book – Family of Liars.
  - Mike Piazza’s Flying High Dogs performance.
  - Stuffed animal sleep over at the library.
  - One year anniversary of the library renovation completion and end of summer reading program family carnival.

Presentation of Children’s Room name –

- To honor Children’s Librarian Stu Parsons, the children’s room will be named “the stuart w. parsons children’s room”. It will be displayed on the children’s room wall in three dimensional lettering.

**Chairperson’s Report**

Highlight – Meeting room 2 was recently used by a group of Sandwich Moms who met with three school committee candidates and selectman Dave Sampson to champion for new playgrounds at the
Sandwich Schools. The Sandwich Moms are in favor of the school district’s capital plan which includes new playgrounds and will be presented at the next Town meeting.

This gathering exemplifies two library goals -

Goal number four under the library director’s goals – reengage the community with the library.

Goal number one under the strategic plan – the library will be the premier gathering space for the community.

Friends of the Sandwich Town Archives Update –

- Met with FOSTA and archivist Deb Rich. They would like to set up a display of archival materials at Town Hall. The Art Committee suggests adding a display space at the library to display historical material. Joanne and Deb are reviewing the library’s alcove space and adding an additional display case to the archives.

Town Election Update and May 10, 2022 Reorganization Meeting –

- Town election – There are three candidates running for three library trustee seats. Bob Thomson, Evelyn Dewar and Gretchen Mulroy.

- May 10, 2022 – reorganization meeting. Bob Thomson has offered to continue on as chairman for another year. He thanked the Board for their support over the past year. It has been a great privilege.

Thank you to the two Trustees leaving the Board – Ted Scribner and Katie Miller. They have both served the community well in helping to guide the library through the planning and execution of the modernization.

Training for New Trustees –

- BobT will prepare a welcome kit for each of the new Trustees.

Board Goals for May 10, 2022 Meeting –

- Establish Board goals for the next year. Board goals will be part of the agenda for the May meeting.

New Business – Other Business Not Reasonably Anticipated by the Chair

Discuss library director’s annual performance and salary review (Vote) –

- The Board unanimously concluded that Joanne Lamothe did an outstanding job in meeting the four specific goals set by the Trustees for the 2021-2022 year.

- There were other performance categories that assessed how Joanne carried out the traditional responsibilities of the library director. In those categories, the Board rated her performance as either outstanding or exceeded expectations.
• Ted Scribner motioned to accept the library director’s annual performance review seconded by Katie Miller. All were in favor.

Roll Call – approval of the library director’s annual performance review.

Bob Thomson – aye  Jeanie Vander Pyl – aye
Mark Wiklund – aye  Bill Wagner - aye
Jayne Burke – aye  Katie Miller – aye
Ted Scribner – aye  Mike McCartney – aye

• Mark Wiklund motioned to provide the library director with a salary increase that would be composed of the average increase given to department heads plus an additional 2% merit increase in recognition of her outstanding performance seconded by Ted Scribner.

Discussions – Jeanie Vander Pyl motions to amend the prior motion as follows – to provide the library director with a salary increase that would be composed of the average increase given to department heads plus an additional 3% merit increase in recognition of her outstanding performance seconded by Mark Wiklund. All were in favor.

Roll call – approval of discussions.

Bob Thomson – aye  Jeanie Vander Pyl – aye
Mark Wiklund – aye  Bill Wagner - aye
Jayne Burke – aye  Katie Miller – aye
Ted Scribner – aye  Mike McCartney – aye

• Mark Wiklund motioned that the sum of Joanne’s raise will be equal to the standard average raise given to department heads plus a 3% merit increase seconded by Ted Scribner. All were in favor.

Roll call – approval of library director’s merit increase.

Bob Thomson – aye  Jeanie Vander Pyl – aye
Mark Wiklund – aye  Bill Wagner - aye
Jayne Burke – aye  Katie Miller – aye
Ted Scribner – aye  Mike McCartney – aye

Discuss Director’s Performance Goals for 2022-2023 (handout) –

• The worksheet handout of Library Director’s Goals for 2022-2023 is a compilation of library director goals as suggested from Trustee input.

• BobT suggests that Joanne and fellow Library Trustees review said worksheet and submit their comments, revisions and adjustments to him.

• BobT will compile the collected information and create a revised worksheet for the May meeting.
BillW – Does the library or town have a diversity, equity and inclusion (DEI) policy? Joanne – The town does have a DEI policy. She will look into developing a policy for the library. The town and the library collaborate with both the Sandwich Stands Together and Sandwich for All groups. All town department heads and the library staff will attend a bystander training program.

**Old Business – Other Business Not Reasonably Anticipated by the Chair**

Meeting Room Policy 3rd Draft Revision Vote (handout) –

- On page 1, under Library Patio change “event” to “events”.

- **BillW motioned to adopt the revised Meeting Room Reservation and Use Policy as amended KatieM seconded and all were in favor.**

Library Art Committee Report (handout) – Mark Wiklund

- School artwork will be displayed outside the bookstore/meeting room area. The school will be responsible for the content.

- Commissioning Michael Magyar to do a sculpture piece for the patio area.

- A map of Cape Cod will be the artwork shown at the Tech Bar.

- BobT – consider displaying the “Acorn” steamboat painting as a historical piece of artwork including a description of its story. The Acorn has a historic connection to Sandwich and the glass factory.

Stu Parsons Further Recognition –

- In light of the library recognizing Stu with naming the children’s room in his name, the blueberries and birdbath project has been canceled.

**Public Forum**

- None

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

Roll call – adjournment.

Bob Thomson – aye  
Mark Wiklund – aye  
Jayne Burke – aye  
Ted Scribner – aye  
Jeanie Vander Pyl – aye  
Bill Wagner - aye  
Katie Miller – aye  
Mike McCartney – aye
Meeting was adjourned at 8:49 p.m.

Respectfully submitted,

[Signature]

Melinda Aguiar