

**BOARD OF TRUSTEES (BOT)**  
**SANDWICH PUBLIC LIBRARY (SPL)**  
**MINUTES FOR JUNE 13, 2023**

TOWN CLERK  
TOWN OF SANDWICH  
JUL 12 2023  
10 H 30 M A M  
RECEIVED & RECORDED *tw*

**Present:** Chair Jayne Burke, Bob Thomson, Mark Wiklund, Jeanie Vander Pyl, Evie Dewar, Kathleen McDermott and Library Director Joanne Lamothe

**Absent:** Vice-Chair Mike McCartney, Gretchen Mulroy and Colleen Clabault

**Guest:** Geoff Lenk, Jon Hagenstein and Joe Maruca – Weston Memorial Fund Trustees

The meeting was called to order at 7:00 p.m.

**Review and Approval of Minutes from May 9, 2023**

BobT motioned to accept the May 9<sup>th</sup> minutes – MarkW seconded.

**Review and Approval of Minutes from May 23, 2023**

BobT motioned to accept the May 23<sup>rd</sup> minutes – MarkW seconded.

**Weston Library Trustees Report – Geoff Lenk**

- Principal account value \$2,300,000.
- 2022 Income Revenue \$49,500 (an increase of 25% from the following year).
- 2023 Projected Revenue \$70,000.
- Three month Treasury Bill interest rates have soared over the past year from .01% to 5.3% annual rate.
- Income distribution dates June 30<sup>th</sup> and December 31<sup>st</sup>.
- Portfolio layout 12% Cash and Money Market Funds, 45% Fixed Income Investments, 43% Stock.

**Correspondence/Statements/Announcements**

Charter Review Committee Update – Bob Thomson

- The Charter Review Committee will continue its focus on Article 19. They plan to reach out to the library chair.

Director's Update –

- June 14-16 – Summer Reading Kickoff. Read Beyond the Beaten Path
- June 20 – Alpaca Petting Zoo
- June 5-17 – OCLN Library Crawl.
- Set up of a World Map and a US Map where visitors can place a pin showing where they are from.

- Mass Library Association Conference – library staff member, Brian Meneses, won a prize.
- Bruins mascot, Blades, will be visiting the library this summer.

Ethics Training – Jayne Burke

- Trustee ethics training due by 6/30/23.

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

Update from subcommittee on transition and discussion of timeline and next steps – BobT, JeanieV, EvieD and MarkW

- Highlights from the Schedule for 2023 Director Search (handout) –

Done –

- May 25 – Subcommittee met to discuss the library board’s instructions and next steps.
- June 2 – Subcommittee met in executive session to identify seven candidates for Round 1 interviews.
- June 9 – Interview panel met in executive session to review questions and conduct dry runs. Interview Panel consists of Four Subcommittee Library Trustees, Library Staff Member Melissa Frye and Friends Board Member Diane Ranney. Assisting the interview panel were HR director, Marie Buckner and assistant HR director, Tara Way.

To Do’s In June and July –

- June 13-21 – Subcommittee conducts Round 1 interviews in executive session and then selects the candidates for Round 2 public interviews.
- Late June – Early July, Subcommittee will conduct Round 2 interviews in public and then meets in public session to assess the candidates.
- Job offer made to preferred candidate. If accepted, HR will conduct background checks.
- Full board will meet in public session to hear the subcommittee report and vote for the next library director.
- Final step joint meeting – the select board and library board shall meet and vote for the next library director.

Interim Director Suggestion –

- Co-Interim Directors (library staff members) –
- No updates as negotiations continue between the town and library staff members Janet Wright and Karen Ostiguy.

- Joanne suggested that after her retirement she may be able to be retained as a contractor of some unfinished business for a determined/specific amount of time.

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

Joanne's Farewell Celebration –

- Celebration date June 27<sup>th</sup> at 3:30 at the library in the Macknight Room.
- In coordination with the Friends.

**Public Forum**

- None

MarkW motioned to adjourn – BobT seconded and all were in favor.

Roll call – adjournment

Bob Thomson – aye  
Mark Wiklund – aye

Jayne Burke – aye  
Evie Dewar – aye

Jeanie Vander Pyl – aye  
Kathleen McDermott – aye

Meeting was adjourned at 8:21 p.m.

Respectfully submitted,



Melinda Aguiar