Present: Chair Bob Thomson, Vice-Chair Mike McCartney, Bill Wagner, Jayne Burke, Evie Dewar, Gretchen Mulroy and Library Director Joanne Lamothe

Absent: Mark Wiklund and Jeannie Vander Pyl

Guests: Geoff Lenk – Weston Memorial Fund Trustee and Colleen Clabault – Candidate for Library Trustee

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

Review and Approval of Minutes from May 10, 2022

MikeM motioned to accept the May 10th minutes – JayneB seconded and all were in favor.

Roll call – approval of minutes May 10, 2022.

Bob Thomson – aye
Bill Wagner – aye
Evie Dewar – aye

Mike McCartney – aye
Jayne Burke - aye
Gretchen Mulroy - aye

Correspondence/Statements/Announcements

- Town Clerk, Taylor White, informed Bob Thomson that he received Christine Brown’s official resignation as a Library Trustee. Next step to appoint a Trustee to fill out the next year and then that person could run for the remaining one year term held by Christine’s seat.

- Bill Wagner - At the Canterbury Market, there are three Sandwich themed banners on display provided by the Sandwich Town Archives.

Weston Fund Trustees Annual Report – Geoff Lenk

- History –
  - The trust was established in 1907.
  - Sophia Weston made the initial donation.
  - Three town elected trustees manage the fund for the benefit of the library.
  - It is a restricted trust and can only distribute the income generated from the fund.
  - Principal cannot be dispersed.
  - 501(c)(3) nonprofit organization.
  - Operates on a calendar year.
• Annual Report –
  — Asset allocation – 7% Cash, 31% Fixed Income and 62% Stocks.
  — With interest rates rising, US Treasury notes and short term US Treasury bills will be
    added to the portfolio.
  — 2021 income disbursement $39,483.
  — 2022 estimated income disbursement $52,000.
  — For calendar year 2021, the return on the fund equaled 12.8%.
  — 12/31/21 ending balance $2,401,037.
  — 05/31/22 ending balance $2,327,306.
  — Annual appeal deposits $1,930.

Director’s Report

Collection Development Policy future review –

• First reading for Trustee review includes (handouts) –

  1. Sandwich Public Library Collection Development Policy – Approved by the Board in
     2016

  2. The Freedom to Read Statement – Approved by the Board in 2016

  3. Library Bill of Rights – Approved by the Board in 2016

• Second reading for Trustee discussion to be held at the next meeting 7/12/22.

• Sandwich Public Library Collection Development Policy –

  — Future topic for discussion – Who will be allowed to make a request for
    reconsideration of materials? (Sandwich Resident or OCLN cardholder)

Massachusetts Library Association Conference 5/23-5/24 –

• Over 500 attendees.

• Staff attendance – Abera Delaney, Melissa Frye, Sandy Murray, Pam Carmichael, Deb Rich,
  Melinda Ellis, Brian Meneses, and Trustee Chair Bob Thomson.

• This was a well attended and very well liked event showcasing the importance of funding
  staff development and professional memberships.

Event Update and Highlights –

• David Gillham – 16 attendees.
• Ann Hood – 78 attendees.
• B.A. Shapiro – 72 attendees.
• Hyannis Sound – 84+ attendees.
• 80’s Movie Night – 16 attendees.
• Kate Clifford Larsen – 31 sign ups.
• Wild About Harry – 20 sign ups.
• Nathaniel Philbrick – sold out at 140.

AV Installation –

• Video is complete – still waiting for the audio but using speaker podium in the interim.

Meeting Room Usage –

• Twice weekly Weight Watcher meetings $400 per month revenue.
• Two Condo Association meetings.
• Sandwich Substance Abuse Coalition meeting.
• Sandwich School Committee’s Diversity, Equity and Inclusion subcommittee meeting.

Latest Arts Alliance Exhibit –

• Features watercolor artist Mary Smith showcasing local Sandwich scenes. Next to each painting there is a QR code which when scanned will take you to photograph and a description of each historic location.

Summer Reading Program – “Oceans of Possibilities” –

• Registration begins on June 23rd and 24th.
• Register via the Beanstack application.
• All of the summer reading programs are funded from a grant via the Kiwanis Levreault Trust and additional funding from the Friends of the Sandwich Public Library.

Chairperson’s Report

After attending a Mass Library Association Conference session on electronic library collections, Bob suggested a discussion on electronic library collections be included as a future agenda item. This topic may be of importance to the development of the collection development policy.

The Massachusetts Board of Library Commissioners is hosting a Trustee deep dive session on June 16th about collection development and intellectual freedom.

Friends of the Sandwich Public Library –

• Quilt raffle – Dresden Plate Quilt by Jeanne Kleinberg.
• 2022 Richard J Connor award winner is Ellen Murray.

Friends of the Sandwich Town Archives –

• Joan Osgood – resumes work of townspeople oral histories.
• 2022 Barbara Gill award winner is Morgan Ramsey.
New Business – Other Business Not Reasonably Anticipated by the Chair

- None

Old Business – Other Business Not Reasonably Anticipated by the Chair

Library Art Subcommittee Report –

- Working with archivist, Deb Rich, on displaying some archival material.

- Something similar to the Museum of Fine Arts “Books in Bloom”, the library will choose a book and work with the Sandwich Garden Club to create a floral arrangement for that book to be displayed around the library.

- Artist Michael Magyar is working on a couple of designs for the patio area.

New Members Subcommittee report on filling vacancies and developing a guide for new trustees –

- Subcommittee members made contact with potential trustee candidates to fill Christine Brown’s vacant seat.

- Colleen Clabault trustee candidate – Sandwich resident and eighth grade Sandwich English teacher for approximately twenty six years.

- New Member Subcommittee proposes Colleen Clabault as a new Trustee.

- **Motion by Evie Dewar to send Colleen Clabault’s name to the select board for an appointment to the Sandwich Library Board of Trustees seconed by Gretchen Mulroy and all were in favor.**

Roll call – sending Colleen Clabault’s name to the select board

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<thead>
<tr>
<th>Bob Thomson – aye</th>
<th>Mike McCartney – aye</th>
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<tr>
<td>Bill Wagner – aye</td>
<td>Jayne Burke - aye</td>
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<tr>
<td>Evie Dewar – aye</td>
<td>Gretchen Mulroy - aye</td>
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- Work in Process – creating a trustee orientation packet.

  - Welcome Letter
  - Contact List
  - Library Budget
  - Strategic Plan
  - Director Goals and Evaluation Form
  - Links to library partners Friends, FOSTA and Weston Memorial Fund
  - Trustee Pocket Guide
  - One Page on Open Meeting Laws
  - Library Staff – Bios/Pictures and Key Town Personnel
  - MikeM suggested adding a one sheet on Robert’s Rules.
Board of Trustee Goals for 22-23 still on the table for future discussion.

**Public Forum**

- None

BillW motioned to adjourn – MikeM seconded and all were in favor.

Roll call – adjournment.

Bob Thomson – aye  
Bill Wagner – aye  
Evie Dewar – aye

Mike McCartney – aye  
Jayne Burke - aye  
Gretchen Mulroy - aye

Meeting was adjourned at 8:38 p.m.

Respectfully submitted,

[Signature]

Melinda Aguilar