

TOWN CLERK

SEP 19 2022

CHARLTON MASS

Board of Trustees of the Charlton Public Library  
August 18, 2022 6:30 PM

Present: Cheryl Meskus, Sherri Westbury, Karen Wall (Library Director), Fiona Ryder, Stefan Sage, Fran Mower  
Missing: Kathy Kaczynski

**1. Call to order at 6:35pm**

- a. Approval of minutes from 7/21/22 meeting made by F. Ryder and seconded by F. Mower; all in favor.
- b. Next regular meeting 9/15/22 6:30pm

**2. New Business**

a. Open Forum: present were Kari Wydrankowski and Carla Coan both of Charlton; questions about programming and follow up regarding personnel issue were addressed

b. Policy Discussion: Meeting Room Policy and Photography/Video Policy

1. Due to an increase in meeting room requests, the policy is in the process of being reviewed with priority being given to GPL programs, then groups affiliated with the Library and then the community.

2. Study rooms: this policy also needs to be looked at as for profit tutors are booking in large numbers/limited availability for others.

3. Upon reviewing the Picture policy there is question regarding wording, suggestions included adding "and video" to the first and second sentences of paragraph 3.

4. Karen expressed desire to consult with the Office of Intellectual Freedom as they have offered to look at our policy. She will follow up.

5. Questions posed by those present for the public forum were addressed, centering around why there is a policy to begin with.

c. Open Position Status: Karen W provided an update; job was posted 8/26/22; applications will be reviewed the second week of September with interviews beginning later that week. Hoping to have a decision by late September and candidate on board by mid October. The position is a 37.5 hour/week position. Meanwhile there's a former staff member who will serve as the Interim Circulation person on Fridays; Sue S will continue to serve as the Interim Youth Services Assistant under Molly. F. Ryder asked who is part of the interview process; Karen states the department heads and herself.

d;. All Boards Meeting: 9/20/22 6pm at the Town Hall/Senior Center; let Mary Devlin know if you'll be attending by 9/15/22

**3. Reports**

a. Directors' Reports: reviewed by Karen W; longevity report very helpful and will be continued every 6 months

1. Karen W waiting on proposals/looking at best options re: maintenance needed for the fire pump

2. Four capital requests slated for this fall: gutters, windows, masonry and to replace the fire notification system.

3. No questions on Directors' Reports

b. Citizen Kari W asked for update on Trustees' emails: Karen W will speak with Jeff regarding this matter but in the meantime, emails can be given to Karen W and she will forward.

#### 4. Adjournment 8 PM

Submitted  
Sherri Westbury

Accepted 9/15/22

Att/ large

Sherri Westbury