

**DIGHTON PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MINUTES**  
**February 21, 2023**  
**4:00 PM**  
**Prime Time**

*Due to the increasing concern surrounding the Coronavirus pandemic, this meeting was open to the public through the Zoom Conferencing platform.*

Call to Order Trustee Meeting Started at 4:08 PM.

This was a hybrid meeting with adequate and accessible access through Zoom.

Pledge of Allegiance was recited.

Andrew Horton interjected before the meeting started to say this meeting was in violation of the Open Meeting Law. Mr. Horton stated the meeting was posted earlier on the afternoon of February 21. Jocelyn stated the meeting was posted on Thursday, February 16. Jocelyn looked for a time stamp of the posting on the town website, while Selectman Hull contacted the Town Administrator and the Town Clerk regarding this matter.

Town Administrator Mullen responded back and spoke with Chair O'Connor. He then spoke with Town Clerk Pacheco for clarification. Chair O'Connor announced, per the conversation with the Town Clerk, that the meeting was posted in accordance with the Open Meeting Law. The date discrepancy noted by Mr. Horton was made in error by the Town Clerk and he took responsibility for the error. Jocelyn confirmed that the date stamp of the meeting on the website was also on Thursday, February 16.

Roll Call – In-person participants: Ron O'Connor, Chair; Ann Meitzen, trustee; Rita Araujo, trustee; Jocelyn Tavares, library director

With a virtual meeting, a roll call vote should be taken, so that it is absolutely clear what the outcome of the vote is. The meeting must be completely audible. The meeting is recorded.

Minute approval is tabled to a future meeting.

Old Business

- FY24 Budget Update: Jocelyn gave an update on the first budget meeting with the Town Administrator and Town Accountant. We should be hearing on March meetings to meet with the Board of Selectmen and Finance Committee.
- Outreach and Education subcommittee: Ron mentioned that his thoughts on this committee was evolving. He thinks that a two pronged approach of coordinate with the Building Committee and a more general way to promote the library as a community asset. Suggested members are library stakeholders: Friends, Historic Commission, Historical Society, other town committees, library users, parents. Promote this in the newsletter. Ron suggested using the volunteer application process that the Board of Selectmen uses. Also suggested was the Council on Aging, Lincoln Village residents, Dighton PTO and schools, including LEO Club at the High School and the Lions. Rita and Ann to co-chair this meeting. Ann suggested working back from the end goal to create a timeline. Set a deadline of late June, or work with this committee to define that.

Suggested a meeting at the end of March. Ron thought it good to make sure this is on the Library Building Committee agenda.

- Note: Ron asked Jocelyn to make sure bylaws are a priority of work.
- Update on 207 Main Street: Construction progress continues to be made on the building. Cultural Facilities Fund grant has been submitted. Jocelyn is working with Mr. Gale on the American Library Association Accessibility grant.
- Community Preservation Committee (CPC) Application: The application was presented at the February 16 CPC meeting. We are coordinating a tour for the CPC to see the space before their next meeting on March 16.

#### New Business

- Statistics were discussed. Ron noted the historical statement of where libraries are at this point in time, post pandemic. He noted how programming and electronic resources are growing. Ron pointed out that the trends are still visible. Jocelyn pointed out that January's numbers went up from December, as well as the previous January. Jocelyn pointed out again that ebooks and downloadable audiobooks get used; the more invested in that collection, the more it is used. Programming statistics were included for this meeting because it has been about six months. The library is seeing more interest in in-person programming. Rita noted that younger readers are returning to physical books. Ron summarized that people are coming out from the shadows of the pandemic and looking for experiences.
- Annual report is due in April. Ron is speaking with the Selectman's Office for the photo. We anticipate having more time for taking the cover photo.

#### Public Comment

- Selectmen Hull asked about the Friends of the library Candidate's Night date. Friends President Zach LaPointe confirmed the date of March 28.
- Selectmen Hull asked about the mention of the public forum date. Ron confirmed that no date has been set, but hoping to schedule in the spring.
- Mr. Horton asked if the statistics would be part of the minutes or posted. He stated that it was important to show the library being used. Ron did mention we should attach the statistics and thanked Mr. Horton.

#### Correspondence

##### Friends

- Zach discussed Candidate's Night. There is a Friends meeting coming up to discuss advocacy of the new library project. There is an upcoming walking tour with the Old Colony History Museum.

##### Personnel

- Performance evaluation - Library Director: Ron described the process followed for the evaluation.

Ann moved to accept the consensus evaluation of the Library Director. Rita seconded.

Discussion: Jocelyn only commented on difficulty with using this form year-to-year. She asked about setting goals. Ron appreciated gratitude and thanks for moving the library's agenda and presence in town, with getting through the pandemic. Rita agreed and added some of the challenges the staff has faced. Rita noted the interaction and the community resource. Ann noted Jocelyn's thoughtfulness and managing difficult situations. Jocelyn thanked the board for their support during a difficult year.

The Board didn't set goals for the current year, but Jocelyn planned for some. We discussed the past year's goals. We began the Action Plan with the prioritizing of

activities; bylaws are being discussed; staff training day has been difficult to coordinate; training on the electronic resources.

Jocelyn needs to schedule the staff training with a Staff Appreciation Day.

Ron added training for the Trustees. Jocelyn can prepare a calendar of training.

Ron recommended that we proceed with evaluation as is, and sign it and approve it. If there are any changes to the process, they can be addressed at the next meeting.

Ann Meitzen: Aye

Rita Araujo: Aye

Ron O'Connor: Aye

Motion passes, and evaluation is signed.

#### Upcoming Programs

- Discussed the rescheduled programs, and some new program collaborations.

Adjournment - Rita moved to adjourn. Ann seconded.

Ron O'Connor: Aye

Rita Araujo: Aye

Ann Meitzen: Aye

Meeting adjourned at 5:10 PM.

Documents Referenced:

Statistics

Performance Evaluation for Jocelyn Tavares