Newbury Town Library

Draft Minutes of Board of Trustees Meeting

Date: April 4, 2023

Meeting called to order at 4:37 PM. In attendance: Trustees, Dick Ravin, Alex Burke, Terry Litterst, and Library Director, Erin Thompson. Absent: Margaret Grimes and Beth Cennami, Trustees.

Ms. Thompson began the meeting with a discussion of how the library is searching for a new cleaning company. She will look into whether the Highway Department, which cleans Town Hall and the police station, can also clean the library. This conversation followed on into a discussion of library security and the challenges of having keys in the possession of cleaners and others who have permission to enter the library after hours. In FY 2024, Ms. Thompson will investigate the feasibility of installing key-pass locks on all outside doors. The Board and Director Thompson also talked over a recent incident concerning library materials on display. Ms. Thompson has created an Incident Report document so library staff can make formal note when and if such incidents occur in the future.

Ms. Thompson and the board next discussed updated policy documents for Library Signage and Bulletin Board Use. The board moved, seconded and voted unanimously to accept the new policy documents, subject to editing for grammar and style.

The board and Ms. Thompson then reviewed the food policy for the Community Room, confirming that current policy does not allow outside users to offer food to participants. Director Thompson also told the board that the Local History Room project is in process to hire an archivist to create a plan for library staff to implement.

The meeting concluded with a mention of the upcoming renewal of Ms. Thompson’s contract and issues relating to salary and hours.

 The meeting adjourned at 5:10 PM.

 Respectfully,



Richard Ravin, Secretary

List of Documents