

# SHAW PUBLIC LIBRARY

## BOARD OF TRUSTEES

Minutes, October 8, 2025

Members present: Kathy Bishop (chair); John Contreni (secretary); Esther Ireland; Deb McAfee  
Absent: Linda Wohlforth (vice chair);  
Ex-officio: Jessica Folsom  
Guests: None  
Meeting called to order: 4:04 p.m.

- 1. Conflict of Interest with any agenda item by Board members?**
  - a. None reported
- 2. Approval of minutes**
  - a. August 13, 2025. Esther moved and Deb seconded that the minutes be approved as distributed. Motion carried, 4-0.
- 3. Additions or deletions to the agenda?**
  - a. John noted that he would like to bring up one item for consideration. See below item 7.

<b>Reports</b>
----------------

- 4. Report from the director.**
  - a. Jessica provided Trustees with a copy of her report for the month of September. Highlights included:
    - i. The Alzheimer's Association series has begun and will continue through March.
    - ii. The library needs to revamp how Kids Craft Day is run considering staffing issues. Esther suggested that the library recruit high school students. Jessica will reach out to Laura Poiss.
    - iii. Betty Ryder tended to Etta's Garden. Hammond Lumber donated black mulch, thanks to Wayne Noyes.
    - iv. AMC programs have been booked through December on a weekly basis every Wednesday, 11:00 a.m. to 12:00 p.m.
    - v. Jessica addressed staff communication issues and adopted Connectstream for the SPL. This new tool requires staff to sign a social media policy for the Town of Greenville.
    - vi. The Book Barn raised \$160 at the Fly-In and \$609.50 for the month.
    - vii. There is some concern among staff about the number of books borrowed by individuals, especially homeschoolers. Jessica will keep an eye on this issue.
    - viii. There is also a concern around young adults who use SPL's computers. Perhaps tie computer use to library card numbers. Will follow up on this issue.
    - ix. Sandy's Dream Space has raised \$1600 thus far. Mike Roy met with Laura Poiss, Sandy's daughter, to plan for the space. A pavilion was mentioned.

- x. An electronic time clock will be installed to keep track of worked time. The new clock will replace manual sheets.
  - xi. We are on budget this month.
  - xii. Monthly statistics include 532 visitors to the main library, 113 to the annex, and 51 attendees for the month's programs. In addition, 40 questions were fielded by phone, 21 people used SPL's computers, and seven people used the study room. Copies came to \$99.50 for the month. Interlibrary Loan requests received included 48 books and 8 DVDs. SPL lent 70 books and 18 DVDs via ILL. The library processed 75 new books and 10 DVDs. Gifts received included a donation of \$35.25. Thirty-one items were deleted from the collection.
  - xiii. As of October 1, SPL's fund balance with the Town stands at \$15,995.37. \$1600 has been donated to the "Sandy's Dream Space" project.
- b. Esther moved to approve the director's report and Deb seconded. Motion passed 4-0.

<b>Old Business</b>
---------------------

**5. Review of SPL Procedural Manual**

- a. Kathy reviewed the changes that were made in the draft version after suggestions by the Trustee's at our last meeting. John moved and Kathy seconded that we approve the changes to the draft. Motion carried 4-0. The revised manual will be put to a final vote for adoption at our next meeting.

**6. Reports on Three matters**

- a. After extensive queries and investigation, no one seems to know the history of the two red maple trees in front of the main entrance of the library. Apparently, they can be trimmed by one-third of their total height.
- b. Deb is still investigating the cost of replacing the side ramp to the main building. She will talk with Mike Roy about this.
- c. Kathy fixed the SPL email address within 24 hours of the issue being raised!

**6. Discussion**

- a. Kathy suggested that we think about new photocopiers as a budget item for next year.
- b. Staff meetings should be held on a monthly basis going forward.

<b>New Business</b>
---------------------

- 7. John shared a photo of a sign advertising coworking space in Monson (attached). He suggested that a similar sign might be helpful in drawing more patrons to the SPL's coworking space on the second floor.

<b>Items For next Meeting: November 12, 2025</b>
--

- 8. Vote on Procedural Manual
- 9. Updates on ramps and trees

**Adjournment at:**

Esther moved and Deb seconded that we adjourn at 5:22 p.m. Motion carried, 4-0.