

**Lowell Community Library Trustees**  
**Meeting Notes**  
**April 25, 2023**

Trustees Present: Carol Wood-Koob, Katherine Pion, Faye Starr, Jennifer Higgins  
Librarian Present: Nancy Allen

Topics discussed:

Publicity: Our library hours will be called in to the Chronicle by Carol W-K.

Anita Gagner, Lowell School Principal, is open to sending info about the Community Library in the Parents' Newsletter and other notices. She is eager to partner with us this summer to enrich the school summer program for Lowell students.

Do we want a booth at the FOLK Festival (we think is in September)? Katherine P. will contact Jenn Blay and other FOLK folks for info and let us know next meeting.

Do we want a table at town meeting? - will decide later

Info about a library of similar demographics in MA was shared by Carol W-K. Briefly, they use a barcode system, have Audiobooks and DVDs in addition to books, have 880+ loans per year 410 are inter-library loans.

Nancy shared that patrons seem happy with the expanded hours of the library! She is continuing to sort, catalog and re-arrange books, pull books for the sale/donation table, and add new cards for patrons.

Nancy developed a list of responsibilities of the Librarian/Job Description for Trustees' review:

- Manage day-to-day interactions at the library - keep track of books out/overdue, help patrons find books/info they need, respond to questions/requests, etc.
- Interview/hire/train/supervise new assistants and/or volunteers
- Select materials for purchase and track shipping, arrival, etc.
- Write and distribute a quarterly newsletter as needed.
- Support the Library Mission, Bylaws, etc. as determined by Trustees.

Computer Update: Katherine P reported that the system we need would cost about \$750, and already has an email address assigned (what is it?) The librarian

and trustees would have separate log-ins than the public so can access different information. Trustees and Librarian support the purchase and installation of a computer as soon as possible.

Katherine P will donate a computer desk, we need power strip, possibly shades for windows by computer, etc. to set up the space.

Telephone: All agree that we need a Community Library Phone.

Landline vs. Cell? Cost? Coverage?

Katherine P will explore cell options, Jenn H will contact Consolidated Communications for land-line info which will be reported next meeting.

Tracking is in place for purchases/expenses/donations and financial info, Faye has developed spreadsheets used actively by Nancy, and the Town Treasurer has offered support as needed.

Visit to a future Trustee meeting by a nearby librarian for information and question/answer period was tabled for now.

Mission Statement: Trustees need to develop one for our Community, several options were read. Trustees and Librarian agreed to share some ideas so we can discuss/finalize at our next meeting. The statement shared was:

-To enrich lives and our community through equitable access to knowledge, literacy and life-long learning.

The library objectives of the Rand Memorial Library were shared by Nancy (along with other info from that library) and were shared by email with the Trustees.

Next Steps:

1. Develop Mission Statement for the Lowell Community Library
2. Decide how to move forward on phone for the Library
3. Finalize computer purchase/installation process
4. Other

**Next Meeting: 5:30 on Tuesday, May 9, 2023 in the library.**

Thank you everyone! Notes by Jenn Higgins