

**BOARD OF TRUSTEES - BEVERLY PUBLIC LIBRARY**

CITY OF BEVERLY  
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2022 SEP 21 P 3:39

**Meeting Notice**

**Tuesday, September 27, 2022 at 4:00 p.m.**

Join via Zoom: <https://us02web.zoom.us/j/89848058283>

Meeting ID: 898 4805 8283

Passcode: 247714

AB

Allison Babin  
Library Director

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**Agenda**

- A. Call to Order/Roll call of members
- B. Disposition of minutes of meeting dated June 14, 2022
- C. Public presentation to, discussion with the board:
- D. Committee Reports
  - 1. Personnel
    - a. None at this time
  - 2. Administration
    - a. None at this time
  - 3. Finance
    - a. None at this time
  - 4. Long Range Planning
    - a. None at this time
- E. Report of the Library Director
  - 1. Fiscal Year 2022 Budget
    - a. Final report on the Fiscal Year 2022 Budget
  - 2. Fiscal Year 2023 Budget
    - a. Status of the Fiscal Year 2023 Budget
  - 3. Annual Report Information Survey (ARIS) Highlights
  - 4. Summer Reading
    - a. Report from the Children's Room on the summer of 2022
    - b. Report from the Teen Room on the summer of 2022
  - 5. Building Issues
    - a. Update on the new audiovisual system for the Sohler Room
    - b. Updates on the new Heating, Ventilating, and Air Conditioning (HVAC) System at the main library

- c. North of Boston Library Exchange (NOBLE) upgrade to network router and switches
- d. Finalized holiday schedule for Christmas and New Year's 2022/2023
- 6. Community Engagement
  - a. Grand Opening for the Teen Room held on Friday, August 19, 2022
  - b. Children's Room Outreach at Lynch Park on September 21, 2022
  - c. Children's librarians meeting with the new district-wide Elementary Media Specialist
  - d. Head of Teen Services connecting with the new City Connects Coordinator at Beverly Middle School
  - e. Main library hosting costume collection bin for the Recreation Department through October 6, 2022
  - f. Main library hosting a "Trick or Trash" box October 22 through November 22
  - g. Bookmobile participation in Downtown Trick or Treat
- 7. Collections and Services
  - a. New website launched on Wednesday, July 20, 2022
  - b. Update on online databases provided by the state and purchased by the library
  - c. Overview of materials budget for fiscal year 2023
  - d. Review of the Book or Material Challenge Procedure
- 8. Personnel
  - a. Part time Reference Librarian position
  - b. Part time Library Assistant position
  - c. Full time Library Assistant position
- 9. Programs
  - a. Upcoming library programs
- F. Communications
  - 1. None at this time
- G. Unfinished Business
  - 1. Public Participation Policy
    - a. Draft policy being reviewed by Solicitor's Office
- H. New Business
  - 1. Collection Development Policy
    - a. Review current policy
    - b. Review proposed updated policy
  - 2. Trust Funds Proposed Spending for Fiscal Year 2023
    - a. Review of proposed spending plan for library trust funds for fiscal year 2023

Notice is hereby given that Personnel, Administration, Finance and Long Range Planning Committees also may meet during a recess of the full Board, and consider any Agenda item identified herein or on the attached reports, and report back to the full board on such matters when it reconvenes.

The listing of the foregoing matters are those reasonably anticipated by the chair up to 48 hours prior to the scheduled meeting time. Not all items listed on the agenda may be discussed or reached by the Board. To the extent permitted by law, matters may be discussed that are submitted or arise within 48-hours of the scheduled meeting if they were not reasonably anticipated by the chair.