

**DIGHTON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
June 8, 2023  
6:00 PM**

**Youth Services Room, Dighton Town Hall**

**RECEIVED**  
Town Clerk-Dighton, MA

AUG 07 2023

Time: 11:36 AM  
By: [Signature]

*This meeting was a hybrid meeting and open to the public through the Zoom Conferencing platform.*

Call to Order Trustee Meeting Started at 6:07 PM

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

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

Not present: Ann Meitzen, trustee

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.

The pledge of allegiance was recited.

Rita moved to approve the minutes of May 17. Ron stepped down to second.

Rita Araujo: Aye  
Ron O’Connor: Aye  
Motion carries.

**Old Business**

- Update on 207 Main Street:
  - Annual Town Meeting Recap: Town Meeting happened, with a positive result for the project. Jocelyn will recommit to focusing on locating and applying for grants.
  - Ron asked if Jocelyn has been in touch with the Mass Board of Library Commissioners on the result and newsletter.
  - Rita asked how the MBLC got updated information on library news. Jocelyn explained that they compile library news statewide as well as receive news from individual libraries and librarians.
  - Ron asked about whether the vote result would affect grant funding prospects. Jocelyn thought it would prove the project’s viability since there were several successful Town Meeting votes.
- Staff Appreciation Lunch Update: Thursday, July 13 seemed like a probable day for a Staff Appreciation meal. This would need to be posted as a trustees meeting and accessible to the public.
- Signature Authority Designation Form: This form was introduced at the last meeting as part of the end of fiscal year Accounting procedures. This will designate signatories for payroll and the bills. The board can require all three members to sign, or designate one person (a primary signer) and an alternate signer as well. Ron and Rita will serve as the signers.
- Fiscal Year End - Vacation Carryover Form: Jocelyn explained a new procedure for carryover of vacation time. Form to be completed for the Accounting office for staff carrying over time. Union contract allows for carryover of up to two weeks.

New Business

- Statistics: Discussed statistics. No surprised, but there is an increase in use in both prior year at this time and from the prior month. It may be from where holidays fell and how operating hours were affected. Significant jump but Jocelyn didn't have a real explanation. Tend to see an increase in both physical and digital collections, they seem to correspond. Ron asked if we have ever plotted year-to-year change. Can see it in the graph.

Questions/Input  
Friends

- There is a Friends meeting on June 21, 2023, at 6:30 in the Youth Services Room.

Personnel  
Correspondence

- Ron read a letter from the Dighton Historical Society and a letter from Granite City Partners.

Upcoming Programs

- Discussed the upcoming programs and summer reading, bird walks, stories in the park, and a concert that is partially funded by the Dighton Cultural Council. Ron asked about 2020, Lorie had a pop-up library in the parks.

Adjournment

Rita moved to adjourn. Ron stepped down to second.

Ron O'Connor: Aye  
Rita Araujo: Aye  
Motion carries.

Meeting adjourned at 6:35.

Documents Referenced:

Minutes  
Signature Authority Designation Form  
Carry Over Form  
Statistics  
Letter from Dighton Historical Society  
Note from Granite City Partners