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Services Committee Minutes

12/1/2025 • 5:30 PM

Attendance: Katie Sheehan (Chair – Vice President), Charlie Pensabene (President), Mari Harris (Trustee), Jill Dugas-Hughes (Director)

Excused: Camie Engel (Trustee)

ACTION ITEMS:

- Table of Fees for 2026
- Mahjong Proposal
- Bylaws amendment (public vote should be taken on any sale or lease of-the library land)
- Succession Planning Policy (distributed 4/7)
- Serving Vulnerable Populations Policy (distributed 8/1)
- Group Visits Policy (distributed 8/1)

1. Table of Fees for 2026: Discussed draft table of 2026 fees. No changes from 2025 fees. Removed merchandise sold by Library from Table of Fees (tote bags, shirts) as these are not services that generate fees. Committee recommends Board approval of 2026 fees proposal.

Motion: Motion to approve 2026 Table of Fees, as presented.

2. Mahjong Proposal: Mahjong gatherings at the library have been organized and overseen by a few volunteers for 2 years. Mahjong has become routine (every other Tuesday) and very well-attended, with sizeable participation of 45 people plus a waiting list. Given this and the need for library space and materials, director and staff discussed and agree that this should be a library- sponsored program as it fits the parameters for such. The organizer of the current Mahjong is Julie Ann Price. Note that Julie Ann is president of FOEGCL. While she has overseen Mahjong, she has done so outside of her FOEGCL role, and the program has no affiliation with FOEGCL's mission. The Library discussed the program sponsorship with Julie Ann. Julie Ann has proposed that she run Mahjong as a library-sponsored program, with the library contracting her to do so, for a fee of \$50 per session. This fee is well within the those paid to program presenters who are contracted by the Library for library-sponsored events. Committee discussed optics and whether there was any conflict of interest for making these changes, or Julie Ann's proposal. Committee believes that contracting with Julie Ann is not related to her role as FOEGCL President, there are no prohibitions for hiring someone who is a member of FOEGCL, nor would it interfere with the relationships between Library, Board and FOEGCL. Committee supports Director's recommendation for a Library takeover of this program. Director will generate the contract/agreement with Julie Ann, in compliance with Library programming and contracting policies, as soon as possible. Mahjong will continue under the library's programming and registration process: the community has spoken by their participation over the past two years!

3. By-laws Amendment: The committee discussed the suggestion of amending the by-laws to require a public vote for selling library property. At last Board meeting, Board agreed that documented guidance was needed for property decisions, given the difficult climate created by the recent Town pursuit of library property for



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a police station. Committee believes that guidance for the future of library property is best developed through policy rather than by-laws. The policy should stipulate how, when, and why property would be sold/leased/used/or otherwise distributed. Policy will include requirements, e.g., written proposals and when and how such proposal would be vetted through community and stakeholders. Such events will be a collective effort by the Director and Board from onset to results. Board would also review any proposals received outside of policy (to be created) before any responses were shared with outside parties. Director will consult with other libraries, UHLS, and legal to determine best practices for drafting policy. Policy will be presented to Services Committee when drafted.

4. **Succession Planning Policy:** The policy was not reviewed. Had a discussion re: filling next year's Board vacancy created by Nichole Krisanda's resignation. Charlie Pensabene has reached out to fourth candidate on 2025 Trustee ballot to see if they would be interested in filling this vacancy. TBD
5. **Serving Vulnerable Populations Policy and Group Visits Policy:** Policies were discussed at policy development level. It was agreed that these concepts belong under one policy, e.g., Equitable Service Policy, as they both pertain to how service will be provided to unique groups vs. individual patrons. The Director will consider other policies to see if there are any that would be better located within the Equitable Service Policy.

Future Discussions:

- Equitable Service Policy
- Land Purchase/Use Policy