

Services Committee Minutes

2/9/2026 • 5:30 PM

Attendance: Jordan White (Chair), Sarah Boggess (Trustee), Doug Morrissey (Trustee), Crystal Derico (Treasurer), Jill Dugas-Hughes (Director), Jenna Schmonsky (Administrative Assistant)
Excused: Charlie Pensabene (President)

ACTION ITEMS:

- Friends Fundraiser (alcohol policy)
- Succession Planning Policy
- Renovations & impact on public services

1. **Succession Planning Policy:** The Succession Planning Policy provides guidance for board succession. Several changes have been made with an emphasis on future recruitment and diversity. The committee recommended adding aspirational values to the policy. Further review of the policy will continue.
2. **Friends Fundraiser (alcohol policy):** The Friends held their first major fundraiser last year and expressed interest in holding the event again. The Friends requested that the Board reconsider allowing alcohol service for this one-evening event. The subject was discussed.

Motion: The Services Committee moved to recommend that the full Board approve a one-day liquor license for the Friends evening fundraiser event.

3. Renovations & Impact on Public Services:

- A roof leak caused damage in multiple areas throughout the library.
- Carpet and molding will be replaced and certain areas in the library will need to be repainted.
- Insurance funds have been received, and the project is moving into the renovation approval phase.
- A proposed two-week closure was discussed but was not approved.
- The project will likely be completed in stages.
- Some services will be temporarily unavailable as furniture is moved.
- Access to certain areas in the library may be temporarily restricted during the completion of work.
- The work involves removing and reinstalling fixed furniture and carpet, with the major focus on the bookshelves.



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- The circulation desk will need to be temporarily closed, impacting the library entryway. During this time, services may be provided through the drive-through window.
- A small area in the back offices was damaged due to the roof leak. Rather than removing all the molding and disrupting staff, the affected section may be patched.
- Work could begin in approximately three weeks.
- The roof project will go out to bid soon and is scheduled for spring, with paving work planned for spring and summer. These projects involve multiple moving parts that will impact services.

Future Discussions:

- Succession Planning Policy
- Equitable Service Policy
- Land Purchase/Use Policy
- Space Planning