

Services Committee Minutes

April 13, 2026 • 5:30 PM

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

ACTION ITEMS:

- Renovations/Staff Development Day/Services impact
- Succession Planning Policy
- Community/Access & Group Visits Policy

1. Renovations/Staff Development Day/Services impact:

Due to the renovation project, the library will remain open to the public on the date originally scheduled for Staff Development Day. In place of a full closure, staff morale boosters and training opportunities will be offered throughout the renovation period and during the year. The renovation project is expected to take approximately six weeks, including a one-week contingency buffer. The initial phase will focus on public areas; work in office areas has not yet been scheduled. The appearance and accessibility of work areas are expected to change frequently throughout the project.

2. Succession Planning Policy: The committee completed its final review of the policy.

Motion: The Services Committee recommends that the full Board approve the Succession Planning Policy.

3. Community Access & Group Visits Policy:

The committee continued its review of the policy and determined that further review is needed. The committee also discussed renaming the policy to the "Community Access Policy."

Future Discussions:

1. Community Access Policy
2. Renovations/Services impact
3. Space Planning
4. Land Purchase/Use Policy