

Library Trustee Meeting Minutes

Tuesday, 1/9/24 on Zoom

In Attendance:

Kerry Sullivan, Chairperson

Amy Mills, Treasurer

Susan Murray, Secretary

Katherine (Kate) Gomes, Library Director

1. 6:30pm: Called the meeting to order.
2. Meeting minutes from 12/5/23, unanimously approved.
3. One citizen present, Russel Eckel to discuss the Library Fund status and activities.
 - The Fund has been focused on the comprehensive facilities assessment conducted by Habeeb and Associates. On January 3, two members of Habeeb and Associates presented their report to the Fund.
 - The library has “good bones” that requires some upgrading and proper maintenance.
 - Habeeb and Associates suggested \$1.9million dollars’ worth of upgrades ranging in priority from immediate to long term. The projects include a sprinkler system, ceiling and flooring replacement, upgrading code deficiencies and accessibility, and enhancing the user / staff experience.
 - Copies of the report are in the library. We will ask Habeeb and Associates for a PDF of the report to distribute via email to the Library Trustees and Fund members.
 - The Fund discussed raising community awareness of the current state of the library building, highlighting the positives like the “good bones” of the building and speaking of renewal!!
 - The Fund is on the Selectboard Agenda for Jan 24th. Amy and Russ will present the Assessment results to the Selectboard. Russ is compiling a summary outline of what will be discussed. They will hold a meeting prior to the 24th to discuss their presentation.
 - Russ spoke of designing a website. Some Fund organizations have only a page on the library website, others have their own site. Having your own site allows for greater flexibility.
 - Russ is considering membership in the Rotary Club to help bring library activities and awareness to the community, as well as try to recruit people to join the Fund.
 - The fund is looking for more members as they seek to build a network to help further develop and sustain the Fund Organization.
 - Amy received an email from someone recently asking to join.
 - Russ suggested using the website to recruit new members.
 - Looking for funding sources as they consider adding solar panels to the library.
 - Exploring the possibility of an outdoor learning space by possibly upgrading / overhauling the area between the library and convenient store.
4. Kate presented the highlights of the Library Stats.
 - There is a 27.8% increase in circulation over last year!!
 - For the month of December, there was good computer usage (174) and decent museum passes used for this time of year (10).

- Great door stats, with a 5% increase over last month, and a 29.4% increase over last year same time!!
- Kate believes our great numbers are due to better programming bringing more people in, and the libraries quicker circulation of current best seller books.

5. Kate reviewed the Programming Stats.

- Passive programs are a huge success!! These include the spice (30) and tea of the month (60), and the Winter Scavenger Hunt (54).
- Story time continues to be a huge event with 22 participants!!
- Kate is very excited about the great December Stats!! It shows the community appreciates the library!!

6. Kate highlighted the Staff activities presented in the Staff report.

- Steph is busy program planning for spring and summer. She is bringing in Mamasteph in February which everyone is excited about!!
- Jason is excited about the circulation numbers, believing it due to great patron service by everyone and having current titles instead of getting them months later!! He also helped Woody from the DPW set up the new book drop at the street entryway of the library.
- Jess is excited by the new LibraryIQ that she saw demonstrated with Kate. This is a software that can help the library with weeding and collection development.
- Catherine is looking for a mycologist to do a foraging talk. She also has a cryptid researcher coming in April as well as an entomologist presentation. (Trying to reach niche audiences). Catherine also received an MLS education grant to take a free Community Archives Class.
- Patty received an MLS education grant for a CE class to work towards a Library Support Staff certificate. She made 70 welcome packets for the new Maple on Franklin Senior Apartments. She applied for a \$15000 grant from ARSL to support sustainability programs on gardening and cooking to maximize SNAP benefits/fresh foods.

7. Kate summarized what she's been up to this past month.

- Attended her first OCLN meeting as director!!
- Found out that Google Workspace, which is what the library runs on, has security issues. But OCLN is looking into fixes.
- Helping plan the 2024 Read, Renew, Repeat Summer Reading Program. She is excited for the ideas they are discussing!
- Looking for a local artist to liven up the Old Book Drop. Turns out it would have been difficult to remove it. It also wasn't in as bad a shape as previously thought.
- Attended the Fincom meeting with Amy. The town advised us on how to proceed with increasing the funding for the new Director Salary prior to the next Fiscal Year and Town Meeting.
- The situation with the previous Janitor has been resolved so the job has been posted.
- The building couldn't be armed after the last power outage. It turned out to be an obsolete sensor. The sensor was bypassed in order that the building could be armed.
- Secured a quote for 4 AWE computers to be purchased with DSE funds. It was more than what the grant allotted. We will likely look to order 3 instead.

8. We discussed the elevator.
 - The elevator pit was opened. There was about 4 inches of water in there. Many of the mechanical devices in the pit seemed rusted and will need to be replaced.
 - Kate is in discussions with the town accountant to free up money to repair the elevator. There has been money set aside for waterproofing the elevator so we should have access to that.
 - MA code and safety law requires we have the elevator company on hand for any draining or repair of the elevator.
 - Sue asked if the now working pump would protect the elevator from more water. But since the water has been sitting in the elevator for a while, it is not likely.
9. We reviewed the contract for the new Assistant Director Kurt Jones-Falter. It was unanimously approved. Kurt starts next Tuesday.
10. Amy requested the marque outside the library be changed!! Patty will update it. Maybe we can advertise programs there.
11. Our next meeting will be on Monday, Feb 12 at 6:30.

Respectfully Submitted,
Susan Murray – Secretary