

# Minutes

## Library Trustee Meeting

Wednesday, January 11<sup>th</sup> at 7:00 p.m.

At the Leverett Library

*Present: Hannah Paessel (Library Director), Lisa Werner (Chair), Seth Seeger, Judith Davidov, Joan Godsey, Chris Condit. Margie attended via Zoom for the Green Communities Grant discussion.*

*Rachel Flint was absent. No representative of the Friends of the Library attended.*

*Joan moved that we approve the December 14<sup>th</sup> meeting minutes, Judith seconded, motion passed unanimously.*

## Trustee Business:

### Green Communities Grant:

- We have received the Green Communities grant for an air source heat pump system! A big thank you to Margie for writing the grant proposal and Hannah for providing information and assistance.
- The town will need to sign for the grant by the end of the month and this is on the Select Board meeting agenda for approval on Tuesday January 17.
- We discussed Richard's and Jason's concerns regarding the viability of the existing system, ventilation, and the decommissioning of the old system. We agreed with them that the proposed air source heat pump is not as efficient as a geothermal system, we disagreed with them on the current state of our existing geothermal system.
- Next step will be a meeting with Margie, Will, Hannah, and Energy Source (Eversource-approved contractor) representative to firm up timeline - grant narrative has possible completion of June 30, 2023.
- Trustees would like the name of the subcontractor that Energy Source will work with to install the system and we would like references for the subcontractor.
- Margie explained the expected financial process for paying project expenses and what to expect regarding reimbursement.
- Joan moved that we accept the Green Communities Grant, Seth seconded, motion passed unanimously.

## **Building Updates:**

### ***HVAC monitoring***

- Emporia Energy monitoring system is showing that, so far, the geothermal HVAC system is working as expected. We discussed how unusually warm this winter has been and how the system has not had to operate under colder and typical winter conditions that have been problematic in the past.
- Jason continues to collect temperature and electricity usage information - this information has been very helpful.

## **Budget FY24 & Related Topics:**

- FY24 budget guidance from the Select Board is a cap of 5% increase in budgets and budget requests are due on January 13. Hannah developed and shared a budget that requests a 5% increase for each of our line items. This increase covers the municipal requirement for state aid. The Personnel Board will fill out the personnel/wage section of our budget request.
- Margie recommended that we use the Capital Projects Request Form to request a special Town Meeting article to fund the new fire alarm. (fire-only quote = \$2359). We reviewed the completed form.
- Seth moved that we accept the budget as developed by Hannah, Joan seconded, motion passed unanimously.
  
- Hannah met with the Personnel Board about paid sick leave for part time employees. They were supportive but concerned about the financial impact of including all the various types of part-time employees in town.
- They will address at their next meeting. In the meantime, Margie and Hannah are gathering additional information.
- The revised/corrected cost for sick and personal time for library staff would be \$1147 per year.
- Hannah will ask the Personnel Board to eliminate the "Caretaking" line item as we won't need staff to stay for after-hours programs.

## **Collection Development Policy**

- Hannah explained the importance and reason for the state-required Collection Development Policy. We reviewed and discussed the revisions that Hannah has suggested and has made to update the policy. Joan moved that we accept the revised Collection Development Policy, Seth seconded, motion passed unanimously.

## **State Aid -**

- At our last meeting, we discussed a plan for expenditures that included (in general order of priority):

### ***Annual Expenses***

1 computer replacement per year (we have six computers)

Professional Development

To off-set wages at the end of the fiscal year if we use substitutes just over what the town pays for.

### ***Occasional Expenses***

Bike station

Shade Structures for Patio

Additional automatic doors (a bathroom and/or the community room for example.)

Marketing Planning

Website Update

- We agreed that Hannah would keep us updated and Trustees would approve expenditures over \$500 as they come up.

## **Updates from last meeting**

- We have received two Cultural Council Grants: John Forti, master gardener, to do a program in February; High Flying Dogs for summer reading program kickoff; did not get the grant for a strength training program because it's not under the auspices of the Cultural Council. Hannah will ask the Friends to pay for this program. Thank you Hannah for writing these grant proposals!
- Painting of the Community Room is in progress. Art shows will hopefully start again in Feb.
- Grounds Maintenance gift - Hannah has some suggestions for contractors to call and will follow up. We discussed the need to coordinate any landscaping work with installation of the air source heat pump system.
- Van Steenburg Acknowledgment - Hannah will work with Lindsey to include his bequest in a general way (no photo) in the entryway mural
- VOIP - Hannah and Seth will meet this month
- New laptop - Hannah and Seth will meet this month
- Electric Car Charging at the Library - Margie says this was recently voted down as the town would have had to pay a large (\$1,000?) monthly fee.

## Director's Reports:

Financials: We are 51% through the fiscal year.

Account	Appropriation	Amount remaining	%
General Expenses	\$27,754	\$12,439	55%
Wages	\$62,621	\$30,559	51%
Building	\$14,600	\$10,751	26%
State Aid	n/a	8,288.08 approx	
Gift	n/a	\$96,089 approx	
Revolving - Fines	n/a	\$525.18 approx	
Revolving - Printing/other	n/a	\$919.07 approx	

### Circulation & Attendance

	December 2020	December 2021	December 2022
CWMARS	1687	2102	2154
Overdrive	287	428	583
Kanopy	0	45	103

\*Our patrons have made 104 accounts on Kanopy so far.

	December 2021	December 2022
Attendance	728	853
Programming	130	190 (includes kits & spices) 38 Non-library sponsored

**Staff & Volunteers:**

- Our volunteers and staff are amazing! They appreciated the gifts.

**Meetings & Programs:**

- *Gene Stamell's Game* program has a devoted following. Kids and adults are both enjoying the time together. They'll play games, make music, and make art together sometimes.

**Friends of the Leverett Library - no update**

Seth moved that we adjourn, Joan seconded, motion passed unanimously. Meeting ended at 8:30 pm.

**Next Meeting: February 8<sup>th</sup> at 7:00 p.m.**

Minutes submitted by Lisa Werner