

Meeting Notes

Library Trustee Meeting

Wednesday, October 12 at 7:00 p.m.

At the Leverett Library

In attendance:

Seth, Chris, Hannah, Lisa, Joan, Judith, Leelah (Friends)

Approval of September 14th meeting minutes

Motion to approve by Joan, seconded by Seth. Approved unanimously.

Approval of October 1st special meeting minutes

Motion to approve by Joan, seconded by Chris. Approved unanimously.

Trustee Business:

1. Building Updates

- Possible monitoring system to better keep track of when the electric backup heat is being used. <https://shop.emporiaenergy.com/collections/emporia-products/products/gen-2-emporia-vue-with-8-sensors-bundle>
- Seth described how the Emporium Energy Monitor works, and how it can help us be aware of the backup heat vs geothermal usage.
- Motion to approve purchase and installation by Seth, seconded by Joan. Approved unanimously.
- Discussed how to continue working with Jason -
 - Make appointment with Hannah during open hours
 - Monitor all you want, keep us posted
 - No changes until we hear about grant
- Building alarm keeps going off. It is keeping us from letting people use the community room during off hours. Hannah is still working with alarm company.

2. Green Community Grant update: New due date: October 21st

- Met with Green Communities rep. 10/5/22
- Margie had family emergency. Deadline extended just for us.
- Timeline to hear back: Late Dec or early Jan.
- Must we use this contractor?
 - short answer: no

- long answer: we'd have to use an Eversource approved contractor to be sure the same rebates would apply and we'd have to pay an engineer to create our own bid documents to use in that bidding process. So there would be a significant time delay and additional expense.
- If we did get the grant - the earliest the project would likely begin is March or April.
- There are typically 80-90 applicants for this competitive grant. Since this isn't an oil conversion he wasn't sure how it would rate compared to the other applications.

3. Potential Gift for Grounds maintenance

- Georgie Schmid has generously offered a \$5,000 gift. She would like it to be earmarked for cleaning up the weeds and gravel in front of the building.
 - We have a gift line item in the budget
 - What should happen to the money that isn't used in the initial round?
 - Building maintenance
 - Gravel around the building. Maybe weed cloth underneath it?
 - Walk around with Georgie, Joan, and Hannah - make list of projects. Get estimates.
 - New ideas for the front of the building
 - Front door area is too sterile, hot
 - Possibly plant some low maintenance shrubs, bushes, sedum.
 - Hannah will follow up with Georgie
- Here is what the Long Range Plan says about our facility focus for this time-period: 6. Facilities

“We will continue to work with other municipal departments to maintain the town Library building and grounds as a beautiful, clean, comfortable, and safe facility and natural environment. Where possible, we will use sustainable and energy efficient practices to maintain and update the facilities and grounds.

6.1 Explore options for increasing sustainable and more energy efficient practices.

Possible actions for Goal 6:

- Investigate feasibility of solar installation.
- Apply for grants to fund the construction of a bicycle repair stand located on the outside

of the building on library grounds. “

4. Volunteer Appreciation

- What has been done in the past?
 - Board delivered hot chocolate and cookies to each volunteer last year

- Pre-pandemic, there was a party. Afternoon in December. Trustees and staff bring food
- How shall we proceed this year?
 - Currently 25-ish people who would attend a party
 - In 2022, we should do delivery again.
 - Currently 8 volunteers, 3 staff
 - Maybe get goodies from the co-op?
 - Joan and Georgie will confer

Updates from last meeting

- Mural Dedication was lovely! Thanks to Judith, and Joan for coming. The Plaque is now installed.
- Van Steenburg acknowledgement - Lindsay Palermo has offered to donate her time and expertise to add a painted element to the entryway mural to acknowledge Van Steenburg's bequest. She won't be available until the fall to do the work. I have also sent Elaine an email asking for her vision of an acknowledgement. I haven't heard back yet.
- The Paula Green Memorial Tree is still waiting to be planted.
 - Having trouble getting Andrew to plant it. Tree not doing well.
 - If Andrew doesn't get it planted this week, they will move on.

Director's Reports:

Financials: I will bring updated account totals to the meeting.

General Expenses:	\$ 17,965	
Salaries:	\$ 45,859	
Building:	\$ 13,209	
State Aid:	\$ 9,085.37	approx.
Gift:	\$91,089.52	
Revolving (Fines)	\$ 525.18	
Revolving (Copier/Printing):	\$ 919.07	

Revolving needs to stay under \$1,000

Fines - even though we don't charge fines, people pay for lost/destroyed books. Does it come from dog licenses?

State Reporting:

The State Financial Report has been filed and we should soon get confirmation that we are recertified. The first State Aid check should come this fall. This report asked for an accounting of all monies in and out during the fiscal year. This includes LCC

grant monies, gifts, and the different categories that we've spent our municipal appropriation. Things are looking good!

Circulation & Attendance

	September 2020	September 2021	September 2022
CWMARS	1303	2949	2443
Overdrive	449	627	617
Kanopy	0	0	42

*Our patrons have made 92 accounts on Kanopy so far.

Numbers go down a little in September as everyone heads back to school

Staff & Volunteers:

- The Select Board hired three new substitutes for the library on my recommendations: Meghan Doyle, Susan Hawes, and Jake Gallant. I look forward to getting them trained and in the staff rotation.
- The volunteers continue to be critical to our success sorting books for the Friends book sale, shelving books, collecting holds, and preparing programming materials for things like the spice tastings.

Meetings & Programs:

- We hosted three poets from the Valley Society for a reading at the library. It was well attended (it was nice to see several trustees there!)
- The Community Room is beginning to get booked up. New ongoing programs include Table Top Games with Gene, Mah Jongg, the CNC will be starting their story times again, and Tai Chi, of course.
- Leverett Cultural Council Grants are due on October 17th. I am evaluating our programming as a whole and considering the best ways to use these funds. I am looking at possible gardening, foraging, and exercise programs as options.
- This month, we begin both spice tastings and STEAM kits for kids again. These have been popular and we plan to continue them year-round.

Technology:

- There is a new printer at the front desk so patrons can now print via wifi directly to the printer or from one of our three patron computers.

Other

Attendance

Aug 2022 844 people

Sept 2022 789

Programming Aug 2022 118

Programming Sept 2022 118

Friends of the Leverett Library

- Annual Meeting Oct 29 1 - 3pm. Speaker is ? who will talk about the Quabbin.
- Will do the basket auction again
- Nov 12 - Juggler Meadow String Band.
- Talked about library passes. (Emily Dickinson doesn't offer them. MFA? (Doesn't usually do Boston museums.))

OTHER

- Leverett 250 will be using the community room to display their logo options

Motion made to adjourn by Joan, seconded by Chris. Passed unanimously.

Old Business

Next Meeting: November 9th at 7:00 p.m.