

Meeting Minutes / Director's Reports

Library Trustee Meeting

Wednesday, November 13th, 2024 at 7:00 p.m.

At the Leverett Library

Present: Trustees Judith Davidov, Joan Godsey, Seth Seeger, Lisa Sullivan-Werner, and Chris Condit (called in using Zoom), Hannah Paessel (Library Director), and Katherine Weller (Friends of Leverett Library)

Judith moved that we accept the October 9th meeting minutes, Chris seconded the motion, and we accepted unanimously.

Policy

Hannah has drafted a Public Display and External Sales Policy for the Library. She reported that a number of folks have recently put signs up on library property along the road. Additionally, some groups sell items at the library (eg Friends of the Library, Rattlesnake Gutter Trust, Historical Commission) and guidance for both of these activities would be helpful and is needed.

We reviewed and discussed the draft policy, made several suggestions, and Hannah will revise the policy to share again at a future meeting.

FY26 Budget

Guidance from the Finance Committee & Select Board is 2.5% increase

Library goals for the coming year are to adjust the Library Assistant salary (current hourly rate is the same as substitutes) and to add another open day.

Hannah prepared and reviewed a summary sheet of different staffing/budget scenarios that she prepared and that could address these goals. We reviewed and discussed, including obtaining patron input regarding open days/hours and staying within the town's 2.5% increase guideline by using State Aid funds for a one year trial period of an additional open day/change in hours. Hannah will work with this some more and we will discuss further at our December meeting.

Materials Replacement Costs

Hannah shared the replacement costs that we charge for items that are lost and need to be replaced - these amounts have not been updated for many years. Keeping in mind that we want to reduce barriers to borrowing and library use, we prefer to keep these costs minimal but not eliminate them completely. Hannah will revise the replacement costs list to reflect this.

Time Capsule

Hannah solicited insight from Massachusetts librarians who have hosted time capsules and shared this information with us.

- DON'T make it a secret. Secret time capsules are invariably lost capsules
- DON'T recommend a buried time capsule as it is rare for the location to be preserved.
- Best ways to manage is to put a plaque somewhere and/or make the case itself memorable or even to have it on display.

Lisa moved that Hannah contact the 250th Committee directly to share this input and decide with them how to proceed. Seth seconded and motion passed unanimously.

- The 250th Anniversary committee informed us that the 250th Anniversary signs will not be donated to the library

Holiday gifts

Joan is working on this and Big Y may donate a gift card to cover the costs. She is waiting for their decision and will let us know.

Grounds Project

Hannah and Seth provided an update regarding the Grounds Project. Their highlights:

- Berkshire Design Group - we had a productive kick-off meeting with the engineers. Will also attend.
 - Need a survey after all (older one is not available)
 - We provided direction for an accessible covered stage on a slab
 - Also reaching out to a local Builder/Designer for a quote on a simple stage.
- Received the formal Conservation Committee permit.
 - The boardwalk must be 1 ft. above the waterline
 - No preservatives can be used on the boardwalk.

- Will need a survey after all
- We provided information regarding accessible covered stage on a slab

Grants - Hannah's update

- Attended and presented at the Community Preservation meeting 11/6
 - Presented the general project to the CPC group.
 - They asked a few interesting questions.
 - What if there is a big event or one off-hours. Port-a-potties locations?
 - Question about the need for quotes vs. a formal bidding process. This question is with Margie at the moment.
- Cultural Council grants have all been submitted. Should hear back by 2/25
- Massachusetts Office of Disabilities grant due to be announced this week.

Building Updates

- toilet leaks repaired
- a couple electrical issues being addressed.
- new windows coming soon
- gutters and rain barrels installed and already in use.

FRIENDS REPORT

Baskets will be finished and on display by Saturday for the annual fund-raising silent auction.

Friends will support a Valentine's Day concert - with Beth Logan performing. It may be a fund-raising event for the Friends with an admission charge, likely \$10.

The Friends Annual meeting was a success, about 30 attended and speaker was great.

Additional Director's Reports:

Financials: 28% through the year

Account	Appropriation	Amount remaining	%
General Expenses	\$33,894	\$23,408	31%
Wages	\$85,511	\$57,770	32%
Building	\$23,870	\$18,757	21%

State Aid	n/a	\$20,170	
Gift	n/a	\$90,027	
Revolving - Fines	n/a	\$629	
Revolving - Printing/Use	n/a	\$992	

Circulation & Attendance:

	October 2023	October 2024
CWMARS - circs	2,612	2,526
Overdrive	705	839
Kanopy	135	125

	October 2023	October 2024
Library Attendance	870	967
Program attendance	372 + 25	339 + 42 other programs

Staff & Volunteers:

- Sue is retiring and her last day is this Saturday, November 16th. Over the last 19 years, she has been critical to the success of the library as a friendly community hub and reliable resource. We wish her all good things in her retirement!
- The Cataloger position has been advertised, we have received nine applications, and interviews start next week.
- We've been reviewing the description for Jill's Library Assistant job and recognize that she is significantly contributing to the success of the library more

than our (wonderful) substitutes, although they are currently paid the same hourly rate.

- Elena has been filling our calendar with creative programs in response to the survey requests for more crafting programs. She has also been increasing our offerings for kids. It has been so great to have a full newsletter of interesting events.
- Our volunteers continue to be critical to our success. We have one opening for a volunteer at the moment as one of our regular volunteers is taking a break.

Meetings & Programs:

- Tai Chi continues with a new Beginner class starting this Saturday, Nov. 16th at 11 a.m.
- Monthly Crafting and LEGO programs are getting established with a wonderful crowd on Tuesday for Crafting which included the 250th Quilt Project representatives.
- The six week drawing workshop with Mary Schreiber has garnered many positive comments and a few people wishing they had signed up.
- Annaliese and Elena organized a casual drawing group which was very much appreciated by a teen and several adults who requested similar programs in the future.
- We gave puzzle cubes for kids and samples of pumpkin spice for a spice tasting.
- Non-library sponsored programs included: A gallery talk with Annaliese, the Friends Annual Meeting and an impromptu meeting of the Affordable Housing Trust.

Technology:

- Kids computer is next to be replaced. Looking for a touch screen computer for accessibility.

Joan moved that we adjourn the meeting, Seth seconded, and the motion passed unanimously. Meeting adjourned at approximately 9:00 pm.

Next Meeting: December 11th at 7:00 p.m.