

Library Trustees Meeting, November 16, 2022: Minutes

Present: Trustees Chris Condit, Judith Davidov, Rachel Flint, Joan Godsey, Seth Seeger, Lisa Werner; Hannah Paessel (Director); Kathy Weller (representing Friends)

Minutes for meeting of October 12 were approved.

Building Updates

HVAC monitoring: Information is being collected **for** geothermal compressors and backup heat, all collecting good data. The question was raised about a thermostat that could give us more information. The answer is that we need to wait for more data from the system.

Alarm system: continues to beep, but with the time change, beeps at more convenient times. The beeping is annoying: we can't offer meeting space to people after hours. The fire system is working fine. It would cost about \$4000 (an old estimate) to replace both the burglar and fire alarms; fire only would cost \$2359 (a current estimate). We need only the fire alarm for insurance purposes (with careful lock-up procedures). Here are the options: leave it as it is, continuing to troubleshoot; replace the system with either a burglar/fire alarm or fire only. Lisa moved and Joan seconded a motion to ask the Town to pay for a new fire-only alarm system, authorizing Hannah to contact Margie about this. Approval was unanimous.

The Community Room will be repainted by Will and Jeff as time allows.

Technology Updates

Sound system: The ADA headphones and speaker system are not working properly. Hannah has spoken with the installers, who will try one more remote test before they come in.

The laptop in the teen room is not user friendly. It needs replacing. A Chromebook would be a good possibility. Judith moved to authorize Hannah to purchase a Chromebook or laptop up to \$1200. Lisa seconded the motion, which was approved.

Voice Over IP system is of poor quality. The alarm system has two phone lines (one is a backup). Can we move the main line to Leverett Net (a wired line) and keep the Verizon line(s) for the alarm? Hannah outlined four options: 1.) set up total \$1030, monthly bill \$65; 2.) set up total \$364, monthly bill \$52; 3.) add another Verizon phone line, no set up cost, monthly bill \$35; 4.) leave it as is with frustrations of sound quality.

Volunteer Appreciation

Joan has purchased very nice candles and will wrap them. The cost per trustee will be \$7-8. These gifts will go to the 6 shelvees, 3 to programmers, and 3 to staff.

Updates from last meeting

Georgie's \$5000 gift has been received. The work on the grounds will take place in spring. Green Communities grant has been submitted. We might know about this by the end of the year.

John Van Steenburg Acknowledgment: Hannah is trying to get a photograph of Van Steenburg. She has contacted the UMASS history department, the Jones Library special collections, and will try contacting his beneficiary.

The Paula Green memorial tree in front of the library has been planted and a plaque installed. There was a dedication ceremony on November 10 at 11:00 a.m. The Friends will ask Dawn to add watering the tree to her watering schedule.

Staff and Volunteers

We need to find ways to support paid leave and sick leave for staff who work less than 20 hours per week. We approve Hannah's meeting with the Personnel Board for pro-rated paid leave for regular part-time employees (personal, sick, and vacation days). Judith so moved and Rachel seconded.

Other programs

Marilyn London-Ewing (Friends), Jill, and Hannah will coordinate art exhibits in the Community Room.

Cultural Council Grants: Hannah has applied for three, for "The Heirloom Gardener," traditional plants and skills for the home gardener; Strength Training with Kathy Sward (10 classes in two series); Flying High Dogs for the summer reading kickoff event.

Hannah wants to continue to provide monthly projects for children, such as Micha Archer's art program for pre-schoolers (Archer is a children's book illustrator and author).

There will be a tool care program, led by Ben Goldberg and Seth Seeger, this Saturday (Nov. 19) at 4:00 p.m. in the Community Room.

Waldo Mellon book pep rally.

Friends baskets are out on tables in the library; bids can be made on line.

Next meeting: Weds., December 14, 7:00 p.m.

submitted by Judith Davidov