

# Meeting Minutes

## Library Trustee Meeting

Wednesday, December 11th, 2024 at 7:00 p.m.

At the Leverett Library and on Zoom

<https://us02web.zoom.us/j/83510169736?pwd=1gbdTO3C5iQ7E8ug9GUG8b03p5bYCh.1>

**Present:** Hannah Paessel, Lisa Werner, Joan Godsey, Seth Seeger, Judith Davidov, Chris Condit via zoom, and Leah Larkey representing The Friends of the Library

**Approval of November 13<sup>th</sup> meeting minutes Trustee Business:**  
Judith moved, Joan seconded, motion passed unanimously.

### Trustee Business:

#### FY26 Budget

- Guidance from Fin Com & Select Board is 2.5%
  - increase materials budget by 2.5% - Hannah proposes, Board approves.
  - Otherwise, adjust salary request with additional 2.5% increase to fund additional hours. We are not yet sure on the hours, but a survey will be sent out to collect information from the community.

Seth Seeger makes a motion to approve Hannah's plan for 2.5% budget increase and allocation, Joan Godsey seconds. All approve. Motion passes.

#### Gifts for volunteers

Joan Godsey has purchased from Big Y.

#### Policy Review - Public Display & Sales Policy (See attached)

The library does not want to be in charge of transactions other than for the Friends of the Library and the town.

New dates discussed for clearing off business cards: January 1st and July 1st.

Seth Seeger makes a motion to accept policy with proposed amendments.

Joan Godsey seconds. All approve. Motion passes.

### Townwide project priority list

FRCOG is asking about "projects for which your town may need grant funding to implement. Legislation recently signed into law by Governor Healey (Chapter 214 of the Acts of 2024) can provide federal grant matching funds to municipalities in Massachusetts. This is a great development, because it levels the playing field in grant applications for those towns who cannot provide the required matching funds. For this reason, since some grants may now be available to you that were not before, we are reaching out now to ask if you would take a few minutes at a selectboard meeting to update the list with your town's current priority projects."

- Last time we included HVAC system.
- Do we have any new priorities?

Hannah feels that we are in pretty good shape. At some point the carpet may need to be replaced. Ventilation also may need upgrading to a heat exchange system for fresh air.

We have met all the qualifications for state aid. The first installment of \$3,302.42 in state aid should already be in our accounts. The second installment will come in the spring. We have been saving state aid funds over time.

We can use state aid to offset salaries for additional hours. In future we also will use some of this money to fund a bike repair station.

### Updates:

#### New employee

- Thomas Aaron Hulsey (goes by Aaron) started on 12/4/24. He is settling in, getting oriented to our systems and ready to start cataloging!

#### Lost item fees

- These have been implemented. We will be updating items that are currently lost or checked out.

#### Grounds project

- Berkshire Design Group
  - They are 75% done with the Survey/Base Plan.
  - Plan to be done with final documents by the end of January at latest.
  - We'll use these documents to get estimates to update our CPC application.

- Haven't heard back from the builders I've contacted about the stage. HP will reach out to some other names.

#### Grants

- Community Preservation
  - Estimates vs. a formal bidding process. Both Margie & Wayne agree that waiting to begin the formal bidding process until funds are secured is the best course of action. Could possibly begin the bidding process in March or early April if the CPC recommends our application for Town Meeting.
- MOD - unfortunately, we didn't receive this grant. I have a debrief meeting scheduled with them in January.
- Other possible grant opportunities:
  - MassTrails - Due 2/3/25
  - MOD FY26 - Due June 2025

#### Building

- a couple of electrical issues being addressed.
- new windows should be installed soon
- rain barrels stored for the winter

#### **FRIENDS REPORT**

\$26,000 has been raised for the park project including a big donation for landscape work.

Museum passes have been purchased and renewed. They decided local museums will continue to be their focus, rather than investing in passes for places farther afield.

Almost all the totebags have been sold.

Valentines day benefit concert: Beth Logan winter free concert 2/14/24 Suggested minimum donation of \$10.

Capacity - Food handling? Food will be restricted to the community room.

They have been discussing their endowment and need more work on clarification.

#### **Director's Reports:**

Financials: 40% through the year

Account	Appropriation	Amount remaining	%
General Expenses	\$33,894	\$21,411	37%
Wages	\$85,511	\$51,984	39%
Building	\$23,870	\$14,621	39%
State Aid	n/a	\$20,170	
Gift	n/a	\$89,166	
Revolving - Fines	n/a	\$629	
Revolving - Printing/Use	n/a	\$892	

### Circulation & Attendance:

	November 2023	November 2024
CWMARS - circs	2,572	2,233
Overdrive	793	979
Kanopy	105	137

	November 2023	November 2024
Library Attendance	885	967
Program attendance	329	343

### Staff & Volunteers:

- Aaron is getting settled with our cataloging set-up, meeting our community, and ready to jump in.
- Jill is doing a great job orienting Aaron to our Saturday routine and our community.
- Elena is planning a full winter schedule. She'll be offering two drop-in tech help sessions this December as well as a Kids After-School Art program.
- I'll be dropping by the COA's Dessert gathering this Friday.

- 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 now has a new class started. Dennis teaches approximately 50 participants each month.
- Monthly Crafting and LEGO programs are becoming mainstays.
- We gave building block sets for kids and samples of rose hips for a spice tasting. This month we gave magnifying glasses and Aleppo pepper samples. They are already gone!
- Non-library sponsored programs included: Jeanne Weintraub's exhibit reception.
- Marilyn London-Ewing is our next artist and she'll have her exhibit in Jan/Feb.

#### Technology:

- Kids computer is next to be replaced. Other libraries recommend some very fancy and expensive touchscreen options for kids. We'll stick with a PC.

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

Seth Seeger moves to adjourn at 8:25pm. Joan Godsey seconds. All approve.

**Meeting Adjourns.**