

Director's Reports

Library Trustee Meeting

Wednesday, December 13, 2023 at 7:00 p.m.

At the Leverett Library

Present: Hannah P, Library Director, Lisa Werner, Chairperson of the Trustee Board, Seth Seeger, Joan Godsey, Chris Condit, Judith Davidov, Rachel Flint, Georgie Schmid, representative of the Friends of Leverett Library.

Approval of November 8th meeting minutes Seth made a motion, Joan Godsey 2nd. Motion passed.

Trustee Business:

FY24 Budget

Added to next Personnel Committee Agenda. January date TBD

Town Budget Request due 1/12/23 (see attachment) Guidance was no more than 2.5% . This is what has been proposed: a little over \$700 increase. Joan Godsey moves to accept the budget with a 2.5% increase. Seth 2nd. Motion passed.

Budget hearing scheduled for 1/16/24 at 7:00 p.m.

The programming position presentation will be separate from the budget hearing.

Additional holiday closures for FY24 - Juneteenth (Wednesday, 6/19) Seth Seeger made a motion to close the library on Juneteenth. Joan Godsey 2nd. Motion passed.

Holiday gifts for volunteers - jam was \$7.50/jar (reduced price). This would be \$15 per Trustee.

Updates:

Building:

- Energy audit on 12/4/23 - technician noted exterior door sweeps, molding insulation, and ventilation needs. We await the final report. The needs that show up in the report will ideally lead to application for further Green Community grants.
- Fire Extinguishers checked 12/6/23.

Grounds:

Hannah shared the presentation from the Conway School with the Trustees. The presentation includes three options, all of which received a positive response from the Trustees. Meera received feedback from her advisors as well as library stakeholders, and has developed a new design in response which has just been shared with Hannah. This altered version has a stair option as well as an ADA compliant ramp. She has included examples of areas for seating and musical instruments. An accessible boardwalk through our wetlands has been integrated into the final draft. This landscaping plan as conceived goes across land that is not library owned, but town owned. The select board will have to be approached before any actionable plans are developed. Next steps will involve talking with various town agencies and community stakeholders. (Select Board, Conservation Commission, Trails Committee, Planning Board, Vision Committee, Recreation Committee, Elementary School, Rattlesnake Gutter Trust, Council on Aging etc.) Hannah is writing an introductory letter to share with the Select Board and the Conservation Commission.

- Conway School presentation on 11/17 (Leslie, Jill, Hannah)
- Meera Conners presentation 11/27 (Joan, Georgie, Marilyn, Leslie, Carolyn, Kathy, Hannah)
- On Select Board Agenda for 1/2 at 7:00 p.m.
- Email preliminary info on the project to Select Board & Conservation Commission & Planning Board? Who else?
- Possible in-person follow-up TBD
- Continued readjustment of expectations, timeline, and responsibilities.
- Possible future financial support for this project.

Director's Reports:

Financials:

- 40% through the year
- Received first State Aid payment of \$2,979.97 (an increase from previous years.)
- MHEC purchasing consortium saved us \$15,626 in FY23

Account Balances

Account	Appropriation	Amount remaining	%
General Expenses	\$29,142	\$15,765	46%

Wages	\$65,770	\$38,346	42%
Building	\$23,870	\$20,292	15%
State Aid	n/a	\$14,953.55	
Gift	n/a	\$94,534	
Revolving - Fines	n/a	\$525.18	
Revolving - Printing/other	n/a	\$904.09	

Circulation & Attendance:

	November 2022	November 2023
CWMARS	2,518	2,572
Overdrive	569	760
Kanopy	55	142
Craftsy	0	2

	November 2022	November 2023
Attendance	769	885
Programming	293	289 / 60 (non-lib)

Staff & Volunteers:

- Hannah is now on the CNC advisory council
- Hannah finished the MLIS Community Building class. The final project is a rough outline for the Strategic Planning process. As our Long Range (Strategic Plan) expires in FY 25 this is timely.
- Staff have been working on inventorying the audiobook and DVD collections & our volunteer, Mary, has been cleaning them.

Meetings & Programs:

- In Nov. there was a Fermentation Workshop, a reading with Richie Davis in addition to our regular spice, sciency kid projects, mahjong, Playgroup, tai chi, qigong, and storywalks.
- CNC Story walks will take a winter break and return in the spring
- Non-library sponsored programs were Annie Tiberio's art reception and Nancy Emond's watercolor class.

Technology:

Other:

Friends of the Leverett Library

No meeting was held in November. So far \$1,050 has been bid (\$50 over the goal!). The matching grant is underway. We now have \$6,608 collected so far. It is a \$10,000 matching grant, so we are aiming for \$10,000 plus. A raffle has been proposed, and the Friends will be selling raffle tickets in the library lobby. This is supposed to happen in January. There was a short discussion about enabling electronic donations for this fundraiser.

Old Business

Next Meeting: January 10th at 7:00 p.m. Joan Godsey is scheduled to take minutes.