

Director's Reports

Library Trustee Meeting

Wednesday, December 14th at 7:00 p.m.

At the Leverett Library

Present: Lisa Werner, Joan Godsey, Judith Davidov, Seth Seeger, Chris Condit, Rachel Flint, Hannah Paessel, Library Director. Richard Godsey, representative of the Friends

Approval of November 16th meeting minutes

Joan moved to accept. Seth seconded. Motion passed unanimously.

Trustee Business:

Art Exhibit Policy & Procedures:

- See attachment for new introductory paragraph and one proposed change. Joan moved to accept changes. Seth seconded. Motion passed unanimously.
- Marilyn will be meeting with artists to help them hang their shows.

Building Updates:

HVAC monitoring

- Emporia Energy monitoring system is showing that, so far, the HVAC system is working as expected. Seth reports that all is going well.
- Jason continues to collect temperature and electricity usage information. Board members note that we are very thankful for his work.
- Possible future upgrade of thermostats. At some point we may look to this, but it is not necessary at the moment.

Green Communities Grant Update

We have received (and answered) a request for additional information.

It is nice to know that they are taking the application seriously. We are still in a holding pattern.

Budget FY24 & Related Topics:

Guidance from the Select Board is a cap of 5% increase in budgets.

- This more generous increase is due to expected inflation.
- I have preliminarily requested that 5% for each of our line-items.

In addition, we can fill out a Capital Projects Request Form.

- Margie recommends that we use this form to request a special article to fund the new fire alarm. (fire-only quote = \$2359) *This is not technically a capital request, but it does have to go to Town Meeting, thus this form was recommended.*
- If we don't receive the Green Communities Grant, this is also where we would request upgrades/replacement to the HVAC system. *Hopefully we will hear back about the Grant in the end of December/early January. The Budget hearing will be on January 31. The Finance Committee is aware of the Grant. A suggestion was made to inform the Capital Planning Committee as well.*
- *Will need to meet with Capital Planning Committee to review any requests.*

Finally, the Personnel Board will fill out the wage section of our budget request.

- I plan to meet with them regarding the possible addition of paid leave for staff.
 - See attachment presentation material.
- I will also ask them to eliminate the "Caretaking" line item as we won't need staff to stay for after-hours programs.
 - *Presentation material discussed by the board. Hannah plans to bring this to the Personnel Board at the next opportunity. Some Trustees will join Hannah to support her proposal.*

Budget requests are due on Friday, January 13th.

State Aid

- State Aid is a general name for three types of State and Federal funds that are managed and dispersed by the MBLC.
 - The Library Incentive Grant (LIG) - based on population
 - Municipal Equalization Grant (MEG) - calculated based on the state lottery formula and intended to equalize municipal funding.
 - Nonresident Circulation Offset (NRC) - offsets additional costs for circulations to patrons of other certified municipalities.
- Due to years of advocacy, libraries will receive the largest State Aid checks ever.
- The library has been certified for FY23 and will receive its first check in the next few weeks. The second is sent in the spring.

FY2020 Pop.	Cert Date	LIG	MEG	NRC	Initial Award	Est. Total Award
1,865	12/1/22	\$1,588.08	\$687.03	\$476.09	\$2,751.20	\$5,502.40

Year	Total Award
FY22	4,304.56
FY21	4,458.16
FY20	3,731.75

What can State Aid money be used for? (According to MaryRose Quinn of the MBLC)

"Improving the patron experience is an excellent way to explain it and can include spending on new collections (library of things items), adding hours (Sundays, perhaps) paying for professional development opportunities and training), saving for new technology and types of technology (3-D printer, etc), a building project or new furniture.....Anything that enhances the library.

The general rule is that State Aid can be used for any library purpose or expenditure. We take that to mean for the library operations, improvement, or support for programs, services, or staffing support.

While food when offering professional development workshops is consistent with that purpose, a holiday party would not. The funds cannot be included as part of the MAR and can be expended without town appropriation. You cannot purchase gifts or prizes for individuals. Also, since they are public funds, State Aid expenditures must follow 30B procurement laws just like spending of municipal funds."

Most libraries use the funds to supplement their municipal appropriation. Margie is great about seeing that some things are the responsibility of the town (facilities, personnel, etc.). We should be careful to appreciate that division of responsibility and use the state aid for things that aren't covered by the town.

SOME IDEAS (brainstorm):

Support of the Long-term Plan

ex. Bike station

1 computer replacement per year (we have six computers)

Additional automatic doors (a bathroom and/or the community room for example.) (could a grant pay for this?)

To off-set wages at the end of the fiscal year if we use substitutes just over what the town pays for.

Professional development opportunities for staff.

Technology expenditures (printers, projection system, sound system).

Shade device for the patio.

Outside musical instrument setup.

Website work.

Marketing plan.

We reviewed the goals listed in the Library's current Long Range (5 year) plan and discussed how to best use state aid funding to reach these goals.

Technology Updates:

Sound system - Lisa and Joan tested the system for us and it worked for at least 30 minutes.

However, it didn't work at a recent program. Perhaps user-error?

Laptop - Haven't replaced this laptop yet.

VOIP - We'll need to maintain at least one landline for the alarm system. If we went down to one Verizon phone line the monthly charge would be: \$12 plus nominal per call fee.

~~Quote 1: Setup Total: \$1,030 Monthly bill: \$65~~

~~Quote 2: Setup Total: \$384 Monthly bill: \$52~~

Option 3: Add another Verizon phone line

Setup Total: \$127 Monthly bill: \$12 plus nominal per call fee

Option 4: Get a LeverettNet phone line through SHELD

waiting to call them until this whole switchover has settled down.

Volunteer Appreciation

Thank you to Joan and Georgie for organizing and making such beautiful gifts!

Van Steenburg Acknowledgment - Jones Special Collections has no pictures and they don't have a specific plan for honoring Van Steenburg's bequest. Perhaps in the naming of the room? They don't recommend memorial gardens.

Joan is contacting his beneficiary.

Updates from last meeting

Community Room Painting - Hopefully done by January

Grounds Maintenance gift - Looking for suggestions of contractors to call.

Director's Reports:

Financials: We are 44% through the fiscal year.

Account	Appropriation	Amount remaining	%
General Expenses	\$27,754	\$14,066	
Wages	\$62,621	\$35,382	
Building	\$14,600	\$11,883	
State Aid	n/a	8,288.08 approx	
Gift	n/a	\$96,089 approx	
Revolving - Fines	n/a	\$525.18 approx	
Revolving - Printing/other	n/a	\$919.07 approx	

Circulation & Attendance

	November 2020	November 2021	November 2022
CWMARS	1902	2538	2518
Overdrive	476	610	569
Kanopy	0	4	55

*Our patrons have made 100 accounts on Kanopy so far.

	November 2021	November 2022
Attendance	650	769
Programming	42	147 (includes kit and spices)

Staff & Volunteers:

- Our volunteers and staff are amazing! They appreciated the gifts.

Meetings & Programs:

- Gene Stamell's Game program has a devoted following. Kids and adults are both enjoying the time together. They'll play games, make music, and make art together sometimes.
- Micha Archer read stories and made collages with kids on Nov. 30th. It was wonderful! Thanks to the Friends of the Library for supporting this program.
- Since the monthly project for children has been so successful, we will continue providing these STEAM, art and other fun projects year round with the support of the Friends of the Leverett Library.
- Tool care program was very successful and well received.

Brief discussion of potentially providing support for programs brought in by community members (e.g. Tool Care, Game Program...)

Technology:

Other

Aging in Place Report Results

My takeaways on how the library does, and can continue, to connect with the stated needs of this report:

1. Provide outdoor spaces and buildings to gather in.
2. Communicate valuable information
3. Provide opportunities for civic participation and volunteerism
4. Support respectful and inclusive relationships
5. Connect people with health services and community supports
6. Support social participation

Key tools we employ:

Website, volunteer program, programs, comfortable and accessible space, offer home delivery, reference support by phone, email and in person, and friendly service.

We'll continue to discuss this survey and how it can inform our implementation of our Long-Term plan over the next several meetings.

Friends of the Leverett Library

[Micha Archer program was very successful.](#)

[So far, \\$902 has been bid on the basket auction.](#)

An unnamed potential donor had expressed interest to the Friends in providing matching funds for a fundraising drive,

Old Business

A motion to adjourn was made at 8:52 by Seth. Motion seconded by Joan. Motion passed unanimously.

Meeting Adjourned

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

Minutes respectfully submitted by Rachel Flint