

# Meeting Minutes

## Library Trustee Meeting

Wednesday, February 14<sup>th</sup>, 2024 at 7:00 p.m.

At the Leverett Library

**Present:** Hannah Paessel, Library Director, Lisa Werner, Chair, Judith Davidov, Joan Godsey, Seth Seeger, Rachel Flint, Marilyn London-Ewing, Representative from The Friends of the Leverett Library

**Approval of January 10<sup>th</sup> meeting minutes** Motion to accept minutes with adjustments by Seth Seeger, Seconded by Joan Godsey. Vote: unanimous, motion passed.

### Trustee Business:

Continued Conversation -- Considering the use of Van Steenburg bequest. The solar project is not viable, but trustees proposed using these funds for an outdoor stage as part of the library landscape design project. Gerry McFarland, who was in the UMASS history department with Van Steenburg thought this would be an ideal way to use these funds.

There are other funds we may consider using for aspects of this landscape project including the Friends' matching fundraising, and various grants that can be applied for (possibly something for handicap accessible trails), MBLC, Kestrel Trust. There are many moving pieces for this project, which will involve the Conservation Commission among other agencies. There will be many phases to bringing this project to fruition.

The next thing we need to do is have the wetland delineated, which will involve professional work. Ward Smith, of Wendell, has been recommended as a person who can do this work. Hannah is looking into him as well as other possible people. Hannah proposed creating a smaller go-to group of trustees and friends for making off the cuff decisions during the process. A suggestion was made to hire a project manager to support this project, as the process will be very complex. We are getting recommendations for people with needed expertise in various areas, and will seek recommendations for a project manager.

Lisa Werner moves that the trustees are in support of using Van Steenburg monies in support of the outdoor expansion initiative. The amount of money and the purpose to be determined later. Joan Godsey seconded the motion. Vote: unanimous. Motion passed.

Lisa Werner moves that we support Hannah Paessel by seeking and hiring a project manager to coordinate the outdoor expansion initiative. Joan Godsey seconded the motion. Vote: unanimous. Motion passed.

Building Budget FY25: Will took 10% (\$1,854) off the electricity line item and moved it into Building Repairs. So the budget will not reflect any increase from FY24.

### **Updates:**

#### Personnel Committee Meeting

- The Personnel Committee has recommended the addition of a Programming Librarian to the Finance Committee and Select Board.
- Budget hearing scheduled for 2/27/24 at 7:00 p.m.

#### Building:

- Energy Audit follow up - the auditor is returning with an insulation contractor to assess the insulation needs of the building. Tuesday, Feb. 20th
- Full energy audit report to come
- Rock Valley sent a bill for the cover for the outdoor unit and extra supplies. Will follow up with them and see if it can be included as part of original scope of work. That bill was for: \$1310.20. 2/13 They deducted the cost of the cover per our request & will follow up with the energy contractor.
- Will got two gutter quotes and he will submit a warrant article for this project. It will be about \$6,000 and will include leaf guards.
- We will explore the possibility of adding three rain collection barrels for watering the gardens.
- Pella will replace two rotting window sashes in March.
- The rotting siding will be replaced in spring/summer.
- We will be replacing the lights on the side of the building with LED bulbs.
- We will monitor the Building account and have bathroom ventilation installed once we know there will be enough in the account.
- If there is additional money, we plan to clean the carpets.

### Conservation Commission Meeting

- Leslie and Hannah went to their zoom meeting for information gathering.
- Step one is delineating the wetland to determine if it is +/- 10,000 sq. ft. This will determine the amount of permitting we'll need to do.
- Wetland delineation will cost less than \$850 and can only be done when there is no snow on the ground.
- Either way, we'll need to work closely with the ConCom throughout the whole process.
- They seemed supportive and generally pleased to hear more about this project.

### Other

- Legislative Breakfast in Greenfield was 1/18 and it was an inspiring event!
- FYI Trustees up for reelection this year: Lisa Werner and Rachel Flint
  - Town Meeting is Saturday, April 27, 2024
  - Their statements are due at the Town Clerk by Friday, March 1st

**Friends of the Leverett** Matching fundraiser is at \$8,453 for the \$10,000 grant. More money was made with the basket fundraiser than ever before \$1,290. The Friends are considering more fundraising possibilities. The 2022 mugs will be sold for \$5. People who contribute to the matching fund will be considered members of the Friends of the Library. Their next meeting will be March 20.

### Director's Reports:

Financials: **59%** through the year

| Account           | Appropriation | Amount remaining | %   |
|-------------------|---------------|------------------|-----|
| General Expenses  | \$29,142      | \$10,455.36      | 64% |
| Wages             | \$65,770      | \$25,385         | 61% |
| Building          | \$23,870      | \$17,421         | 27% |
| State Aid         | n/a           | \$17,934         |     |
| Gift              | n/a           | \$93,301         |     |
| Revolving - Fines | n/a           | \$525.18         |     |
| Revolving -       | n/a           | \$904.09         |     |

|                |  |  |  |
|----------------|--|--|--|
| Printing/other |  |  |  |
|----------------|--|--|--|

**Circulation & Attendance:**

|           | January 2023 | January 2024 |
|-----------|--------------|--------------|
| CWMARS    | 2,695        | 2,694        |
| Overdrive | 745          | 841          |
| Kanopy    | 129          | 172          |
| Craftsy   | 0            | 4            |

|             | January 2023          | January 2024                   |
|-------------|-----------------------|--------------------------------|
| Attendance  | 809                   | 794                            |
| Programming | 193 / 350 Covid Tests | 181 / 22 online / 19 (non-lib) |

**Staff & Volunteers:**

- Aspen - on March 4<sup>th</sup>, CW Mars will update their online catalog to a new, more user responsive site. Look forward to a Leverett branded catalog which will include more intuitive searching and a better display of available formats.
- Sue, Jill, and Hannah have been attending trainings to prepare for this launch.
- Library substitutes, especially Ralph and Peggy, have really taken the pressure off so Sue, Jill, and Hannah can take time off as needed.

**Meetings & Programs:**

- In January we offered a Caregiver workshop and the Korean Lotus Lantern hybrid craft workshop. In addition to our regular spice, sciency kid projects, mahjong, CNC playgroup, tai chi, and online qigong classes.

- CNC Story walks will take a winter break and return in the spring
- Non-library sponsored programs were the Friends meeting & Jen Lambert's art reception.
- All five library LCC applications were approved: Korean Lotus Lanterns, Sourdough workshop, Metalsmithing workshop, the YoYo Guy, and Crafting Wildflower Soda.

Technology:

- See above for the new CW Mars catalog.

Seth Seeger motioned to adjourn at 8:20. Joan Godsey seconded the motion. Motion Passed.

**Next Meeting: March 13<sup>th</sup> at 7:00 p.m.**