

Library Trustee Meeting Minutes

Wednesday, February 8, 2023 at 7:00 p.m.

At the Leverett Library

Present: Hannah Paessel (Library Director), Lisa Werner (Chair), Judith Davidov, Joan Godsey, Chris Condit, Rachael Flint. Peggy Brownell, representative of the Friends of the Library attended.

Seth Seeger was absent.

Joan moved that we approve the January 11th meeting minutes, Rachel seconded, motion passed unanimously.

Trustee Business:

Sign up for note-taking for future meeting minutes 2023:

March-Judith

April-Joan

May-Rachael

June-Seth

Sept. -Lisa

Oct. -Chris

Trustees up for reelection (Chris & Joan) - both running again.

Cozy chairs - fire rating

- Hannah is working to provide documentation to the Fire Chief that these are appropriately rated. This is to avoid having to replace them. An ongoing discussion about verifying their fire-retardant rating was entertained. Questions to be answered: if the cozy chairs are indeed not fire-rated, is re-upholstering or adding slip covers a solution?

Photography and Videography policy

- Discussed the proposed policy that Hannah put together, and word-smithed it. The policy is designed be an aid to library staff, if there were ever to be a Constitutional Audit. How do other local libraries handle this, e.g. Forbes and Jones? Consensus was that we don't need a formal release form. Discussion to be continued pending gathering more information...

Town's new Social Media Policy

- Discussed the town's Social Media Policy, applicable to us as elected officials. It is a new area of concern for us in Leverett and is available through Margie at town hall.

New Ethics Training

- There is a new and improved "Conflict of Interest" or ethic awareness "test" we all need to do; we do the on-line exercise and report completion to Hannah.

Updates from last meeting:

Green Communities Grant:

- Select Board accepted the grant to replace the existing HVAC with air-to-air.
- Waiting for a kickoff meeting date
- Will, the subcommittee, and Hannah have reviewed the references for the installation company. They look good!
- We need to confirm whether decommissioning the geothermal field is included.

HVAC monitoring

- Emporia Energy monitoring system is showing that, so far, the HVAC system is working as expected.
- The ~48 hour cold snap did trip the electrical assist, but Hannah and Will reset it and Western Mass Heating & Cooling topped off fluids, and things seem to be OK.
- Jason continues to collect temperature and electricity usage information.

Budget FY24 & Related Topics:

The Budget meeting with the Select Board was smooth.

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

- It is official! Town employees with 10 hours or more of regularly scheduled work will receive prorated sick AND personal time. This affects 3-4 employees: Sue, Jill, Jeff, and possibly Will.
- Hooray!

Community Room Painting - Done! It is beautiful!

Van Steenburg Acknowledgment - Hannah is in conversation with Lindsay Palermo.

Next Up: Annual Report

This is due March 15th. Hannah will bring a draft to our next meeting.

Director's Reports:

Financials: We are 59% through the fiscal year.

Account	Appropriation	Amount remaining	%
General Expenses	\$27,754	\$10,084.36	63%
Wages	\$62,621	\$25,852	59%
Building	\$14,600	\$8,991.35	38%
State Aid	n/a	\$12,422.80	
Gift	n/a	\$96,089 approx	
Revolving - Fines	n/a	\$525.18 approx	
Revolving - Printing/other	n/a	\$919.07 approx	

Circulation & Attendance

	January 2021	January 2022	January 2023
CWMARS	2306	2670	2695
Overdrive	515	664	725
Kanopy	0	62	129

*Our patrons have made 104 accounts on Kanopy so far.

	January 2022	January 2023
Attendance	612	809
Programming	146+ 80 people coming in for N95 masks	183 + 360 coming in to obtain COA Test Kits

Staff & Volunteers:

- Jill has been designing fantastic roadside signs.
- Sue has been integral to reworking the spine labels in the YA room.
- Georgie, Mary, Mary, Marilyn, Suzanne and Elizabeth continue to shelve and support our programming with their stalwart support.
- Dennis, Dvorah, Gene, and Gillian from the CNC continue to provide well attended programs.

Meetings & Programs:

Board Games slowed down in Jan. as kids started skiing. Gene will hold a special program over Feb. vacation.

John Forti, the Heirloom Gardener is scheduled for Sat. Feb. 25th. I've been seeing interest from near and far and hope the room can accommodate! This is a cultural council program.

Technology:

Looking to replace Hank Allen (he worked at Jones) recently moved to the Cape.

Other:

None

Friends of the Leverett Library

Peggy Brownell reports Georgie Schmid is a new Friend. The Friends have a new matching grant source for which we need a project. Possibilities: a bike maintenance station, a big sail or shade structure for the patio, chrome books for check out, handicapped door for bathrooms are some ideas. Hannah will email some ideas. Friends next meeting is ~March 15th.

Old Business - None

Judith moved we adjourn Chris seconded all said yep!

Next Meeting: March 8th at 7:00 p.m.

Minutes submitted by Chris Condit