

Library Trustees Meeting

Wednesday, February 12, 2025 at 7:00 p.m.

At the Leverett Library

Present: Judith Davidov, Rachel Flint, Joan Godsey, Seth Seeger, Lisa Werner, Hannah Paessel (Library Director), Carolyn Anderson (Friends of Leverett Library)

Unanimous Approval of January 8th meeting minutes

Trustee Business:

Annual Report - Draft: some discussion of wording; Hannah will fine tune and present at next meeting

Strategic Plan

- Expires July 2025. We need more time for various things, such as making the library ADA accessible. Judith moved that we extend the current plan for one year. Everyone seconded the motion. We can, if necessary, extend the current plan for a second year.
- MBLC says that we are still eligible for LSTA (federal) grants so long as we have a plan to complete a new Strategic Plan.
- We're still working on goals from the last plan: increased hours project and bike repair station, for example.

Trustees up for reelection: Seth and Judith. Both intend to stand for another 3-year term.

Updates:

Status of open hours evaluation. Hannah has or will:

- contact local library directors for best practices & tips
- analyze neighboring library hours
- begin tracking visitors by hour
- develop a simple questionnaire for patron preferences.

Personnel Requests

- Personnel Committee approved both requests and now the Select Board must vote. Trustees praised Hannah's preparation and successful presentations to Personnel Committee and Select Board on all recent requests.

Grounds project: we had a significant discussion on naming the project, given discontent with "Pocket Park." We will continue this discussion but at this point, seemed to favor "Leverett Central Park."

- Berkshire Design Group
 - We have the estimates from Berkshire Design, Nourseman Audio, & Mark Gamble.
 - These have been sent to the CPC. We met with them on 2/5/25 to answer budget-related questions.

Grants

- Community Preservation Committee
 - Next step is to present at their Public Hearing in February or March.
 - Then the proposal will be voted on at the Town Meeting on May 3rd.
- MOD (accessibility) - offers up to \$90,000. Hannah had a helpful debrief on her last submission. She now has a clearer understanding of what the application should cover and is encouraged to reapply.
- LifePath \$3,000 grant. Application in; should know by end of March.
- Other possible grant opportunities:
 - Fields Pond Foundation (interested in the natural environment): rolling acceptance; will send a one-page outline to determine eligibility.
 - Lorber Foundation. Leslie will set up an appointment for them to stop by and look at the plans.
 - MOD FY26 - Due June 2025 if we need more funds after the CPC vote
- Leverett Cultural Council grants were all approved. (Mechanical Automata, Paper Quilling, bookbinding, puppet show, Didgeridoo Down Under)

Building

- light timer fixed.

- Ventilation completed for the bathroom fans.
- new windows should be installed soon
- Will submitted a budget with a 2.5% increase
- ADA accessibility: railings in bathrooms, lower book drops, bathroom doors too heavy (perhaps make one automated)
- Keeping an eye on carpet for repair or replacement

FRIENDS REPORT

Beth Logan winter fundraising concert Sunday, April 6

Capacity 60; \$20 per ticket; refreshments

Canvas bags have netted \$1340 so far; more have been ordered

Friends have so far raised \$28,144.41 for the outdoor greenspace project

Trustees gave a shoutout for the wonderful help from the Friends

Director's Reports:

Financials: 59% through the year

Account	Start Fiscal Year	Amount remaining	%
General Expenses	\$33,894	\$14,596	57%
Wages	\$85,511	\$37176.35	57%
Building	\$23,870	\$11,036	54%
State Aid	n/a	\$22,942	
Gift	n/a	\$83,287.16	
Bequest Detail	\$91,124	\$80,521	
Revolving - Fines	n/a	\$729	
Revolving - Printing/Use	n/a	\$932	

Circulation & Attendance:

	January 2024	January 2025
CWMARS - circs	2,694	2,894
Overdrive	841	910
Kanopy	172	160

	January 2024	January 2025
Library Attendance	794	1008
Program attendance	203	327 + 38 nonlibrary programs

Staff & Volunteers:

- Our volunteers are the best! They continue to do critical work that keeps the library operating, and they are creative and energetic.
- Peggy and Ralph (our substitutes) continue to fill in so our regular staff can take trips or time off. They both are connected to our community, and we are lucky to have such experienced periodic members of the team.
- Regular staff have a monthly meeting which is very useful to ensure we all know what is happening at the library. We review the Trustee and Friends Meetings, collaborate on projects that affect all our work, brainstorm solutions to emerging issues, share skills, and get trained.

Meetings & Programs:

- Tech Help continues to be useful. Elená's recent scanner training was appreciated. Spread the word or ask for future topics!

- Last month our most well attended programs were (in order of most): Toddler Playgroup, Tai Chi, Mahjong, Hands Across the Hills (hybrid), and Geno's toddler music program.
- We're still working to connect with the elementary and tween age groups. These are age groups we haven't ever offered regular programming to before.
- Elena has planned many fun programs for February vacation. Help us spread the word! (Zine workshop, Clay Day, LEGO builders) and Playful Engineers will be at the library on 2/27 for a Mechanical Automata program.
- Marilyn London-Ewing's exhibit is up for Jan/Feb. Then Mary Schreiber will be next.
- We are actively looking for more artists to display their work this year starting in the summer.

Technology:

- New Kids and new cataloging computers were replaced.
- Some success with a hybrid Hands Across the Hills program. May use the technology for future programs.

Other:

- Seth asked about the status of lost books fees. Hannah will report back on this.
- Note taking assignments: March, Lisa; April, Seth; May, Rachel; June, Joan; September, Judith; October, Chris

Old Business

Seth moved to adjourn; Joan seconded.

Next Meeting: March 12th at 7:00 p.m.