

# Library Trustee Meeting Minutes

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

At the Leverett Library

Present: Chris Condit, Judith Davidov, Rachel Flint, Joan Godsey, Seth Seeger, and Lisa Werner (Trustees); Hannah Paessel (Library Director), and Peggy Brownell (Friends of Leverett Library)

Joan moved to approve the February 12<sup>th</sup> minutes, Lisa seconded, and we unanimously voted to approve the minutes.

## Annual Report

Hannah shared the latest version of the 2024 Annual Report, which will be included in the Town Annual Report and distributed at Town Meeting. We reviewed it together and we expressed appreciation to Hannah - looks great.

## Status of open hours evaluation

- Survey results are coming in
- Hannah analyzed neighboring library hours
- tracking visitors by hour: attendance tends to be highest when we first open and typically decreases as the day goes on, especially evident with the Tuesday evening hours.
- Fridays seem to have clear strong options for additional hours (from the online surveys; paper surveys are not tallied yet).
- Trustees will need to approve any changes to the hours

## Grounds project

- In early planning stages, another librarian strongly recommended having an external ADA audit of the plans. I got a quote from KMA who did the 2019 Town ADA self-audit. They would charge \$700-\$1,100 to do this work. It is not in the CPC estimates, so recommend asking Friends if they would pay for this addition. Joan moved, Seth seconded, and we unanimously approved that we proceed with an external ADA audit, ask for a written report of the audit, and request the funding

from the Friends for the audit. Peggy will follow up and communicate this request to the Friends group.

- Ralph Tiner has offered to write informational signs about the wetland plants for the boardwalk. We are grateful for his offer.
  
- Berkshire Design Group
  - Jeff marked the boardwalk path so DPW can mow it. They will wait until the spring melt subsides.
  - Next steps are finalizing the plan and preparing bid documents.
  - Do we go to bid once we can determine that the project will be voted on at Town Meeting or do we wait until funds are secured? After discussion, the Trustees recommended that we proceed with preparing bid documents once we hear (soon after March 19) that the CPC will be forwarding our CPC request to Town Meeting.

## **Grants**

- Community Preservation Committee
  - Recent public CPC presentation was successful
  - They will determine which projects go to Town Meeting on 3/19/25
  - Then the proposal will be voted on at the Town Meeting on May 3<sup>rd</sup>.
  - There has been some talk of planning a division of the project in case the whole project is not fully funded. We discussed options and will finalize plans later if this becomes necessary.
- LifePath \$3,000 grant. Application is in. This is for a bench. Should know by end of March.
- Fields Pond Foundation - thanked us for info. but have passed on the project.
- Future possible grant opportunities:
  - Lorber Foundation. Leslie will set up an appointment for them to stop by and look at the plans. This would be a small grant.
  - MOD FY26 - Due June 2025 if we need more funds after the CPC vote.

## **Building**

- Will is installing new kickstands for doors.
- Brennan, the custodian, has accepted a new job in Shutesbury. The position is currently posted.

## FRIENDS Report

- Beth Logan Raffeld Trio winter fundraising concert will be Sunday April 6 at the library, Capacity of 60. Tickets are \$20 and now on sale at the Library or through Eventbrite. Marilyn London-Ewing made a beautiful poster to promote the event. Hannah, a Friend representative, and a Trustee will be present to speak briefly.
- Emily Dickinson Museum is now offering Library passes and the Friends will be purchasing one.

## Director's Reports:

Financials: 67% through the year

Account	Start Fiscal Year	Amount remaining	%
General Expenses	\$33,894	\$11,751	65%
Wages	\$85,511	\$30,835	64%
Building	\$23,870	\$8,533	64%
State Aid	n/a	\$22,942	
Gift	n/a	\$83,315	
Bequest Detail	\$91,124	\$78,171	
Revolving - Fines	n/a	\$729	
Revolving - Printing/Use	n/a	\$932	

- Hannah requested approval to use up to \$700 in State Aid for needed art display hardware for the Community Room. Rachel moved, Joan seconded and we unanimously approved this request.

## Circulation & Attendance

	February 2024	February 2025
CWMARS - circs	2,629	2,578
Overdrive	752	794
Kanopy	123	229
	February 2024	February 2025
Library Attendance	768	883
Program attendance	282	327 + 39 nonlibrary programs

### Staff & Volunteers:

- Elena has received an offer for a full-time job in Montague. Congratulations to her! Though sorry for us. Hannah will be posting the position as soon as possible and we look forward to getting a great person in place to build on Elena's successful contributions to the library.
- We may look to our substitutes to fill in so we can add additional hours before the end of the fiscal year.
- Jill has been taking charge of circulation duties like the biannual Delivery Survey.
- Aaron is pushing the recataloging project along with great success.

### Meetings & Programs:

- Last month Claire Hopley, Playful Engineers, Mystery Date, and tea towel printing.
- Last month our most well attended programs were (in order of most): CNC Playgroup (54), Tai Chi (38), Clay Day (27), Playful Engineers (19).
- February vacation programs included: Clay Day, Ticket to Ride, and Zine program.
- Coming up: Green Burial program, Stephen Dydo music program, LifePath Info Share.
- Mary Schreiber beautiful exhibit is up now, she had a successful opening last Sat.

- Non-library events: Dawnland film viewing, 250<sup>th</sup> Crazy Quilt reveal, and Historic Commission presentation about the Timber Industry.

Technology:

- We had some setbacks reconnecting the spine label printer, but all is well now.
- We will be offering our second hybrid program this week on *Green Burial*.

Meeting adjourned at 8:15 pm. **Next Meeting: April 9th at 7:00 p.m.** Seth is scheduled to take minutes.