

## **Library Trustee Meeting Minutes**

Wednesday, March 13<sup>th</sup>, 2024 at 7:00 p.m.

At the Leverett Library - Chris Reporting

**Attending:** Hannah Paessel (Library Director). Trustees Chris Condit, Joan Godsey, Judith Davidov, Rachel Flint, Lisa Sullivan-Werner, Chair, and Carolyn Anderson, (Friends Representative).

### **Approval of February 14<sup>th</sup> meeting minutes**

Seth moved to accept, Joan seconded, all voted yes.

### **Trustee Business:**

Annual Report - See attachment. The report inspired a lively discussion, all very much appreciated the format.

### **Music on the Patio**

Joan graciously again volunteered to again co-ordinate the effort, after her stellar job last summer. We discussed possibility of paying the performers or making a place where the audience could toss in a contribution (e.g. a tip jar, or violin case). One possibility is that we ask the friends about the possibility that they might provide something like an honorarium of \$100 for each performance. We discussed adding a week or two to the schedule.

Dates run from June 25-August 27<sup>th</sup> (10 weeks).

### **Updates:**

Select Board / Finance Committee Meeting:

Our requested position for a programming librarian received a positive vote.

Select Board budget hearing is Tues March 26<sup>th</sup> at 7 PM (at Town Hall & Zoom)

Building:

- Energy auditor came with an insulation contractor to make recommendations for replacing the moldy insulation on the gable ends of the attic space. These recommendations will be used to hopefully secure grant funding to complete the work.

- They recommend removing the damaged insulation and replacing it with spray cellulose with a better insulating factor.
- They also recommend adding spray cellulose in the space above the old pump room. Hopefully this additional insulation will remove the need for the heating coils on that roof area and further reduce our electricity usage.
- The final report may or may not address ventilation (though it was discussed at the meeting). If not, we will need to talk about other ways to improve the ventilation.

#### Grounds:

- Hannah spoke with Tighe and Bond. They are preparing a proposal and itemized quote for the kind of work they see as necessary, and that they could provide, for the completion of this project. They believe the entire project could cost between \$100-200,000.
- Spoke w/ MBLC - Construction Project specialist Andrea Bono-Bunker
  - Project Manager is recommended for any construction project. The scope of their responsibilities are defined in the contract. Likely to include:
    - timeline & budget
    - coordinating work amongst multiple contractors
    - dispersing funds
  - The Director would still be the link between the Project Manager and the Project Committee & Trustees.
  - Also highly recommends an ADA review of the initial plans to be sure that the design adheres to ADA guidelines.
  - It is possible to have local businesses supply work.
  - CPA funds are appropriate for this, grants due in October.
  - MBLC highly recommended we have a handicap accessibility specialist assess what we need to standards we have to meet.
  - We discussed having a wetlands specialist assess our "wet spot" to assess it; Hannah has talked to one from Wendell, who gave her an estimate of ~\$850.
  - Lisa suggested we look into finding a project manager to get this started, an item we hope to have more information on for next trustee meeting.
- Margie is our Chief Procurement officer
  - 10% of total project cost usually appropriate for Project Manager or other oversight.

- Recommends a Landscape Architect as a manager but could also be 2 people.
- She will confirm the applicable procurement laws
- KMA Access has done accessibility evaluation for the town in the past.
- Hannah has not yet reached out to Joan's contacts at Kestrel Trust.

Other

- Trustee best practices for communicating about library business

**Director's Reports:**

Financials: 67% through the year

Account	Appropriation	Amount remaining	%
General Expenses	\$29,142	\$9,538.88	67%
Wages	\$65,770	\$20,216	69%
Building	\$23,870	\$10,356.91	57%
State Aid	n/a	\$17,934	
Gift	n/a	\$93,301	
Revolving - Fines	n/a	\$525.18	
Revolving - Printing/other	n/a	\$904.09	

**Circulation & Attendance:**

	February 2023	February 2024
CWMARS	2574	2,629
Overdrive	701	752
Kanopy	68	123
Craftsy	0	2

	February 2023	February 2024
Attendance	742	774
Programming	295	284 / 5 (non-lib)

**Staff & Volunteers:**

- Jill went to an Ageism training in Greenfield.
- The fire dept. is providing staff safety training on Thursday 3/14/24.

**Meetings & Programs:**

- In February, our schedule of regular programming continued.
- We offered samples of cocoa and kaleidoscopes for kids.
- *Mystery Date with a Book* and *Pokémon Seek & Find* programs were successes!
- Non-library sponsored programs were 250<sup>th</sup> audio training, and the changing of exhibits.
- The Sourdough workshop, funded by the LCC, was well attended and appreciated.

**Technology:**

- Our new CW Mars catalog is live!

**Other:**

**Friends of the Leverett Library**

Late spring and summer the Friends hope to do a final push to get to \$10K (we're a ~\$9K now)

**Old Business**

None

**Next Meeting: April 10<sup>th</sup> at 7:00 p.m.**

**Seth moved we adjourn at 8:47, Joan seconded, all vote to do that.**