

Minutes
Trustees' Meeting
March 8, 2023

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

Approval of February 8th meeting minutes

Trustee Business:

2022 Annual Report: we reviewed Hannah's charts for library staff, hours, library use, and highlights. Seth moved that we accept the annual report; Joan seconded. The motion passed unanimously.

20th Anniversary celebration, Leverett library

The Friends have a meeting scheduled for March 15th to discuss their participation in the celebration. Hannah and Sue will attend this meeting. The Friends have a donor who offers a gift of up to \$10,000 to be matched by a fundraising effort. They would like to tie fundraising to the 20th anniversary. There is interest in raising money for a bike repair station and for shade structures for the patio. The gift is for the Friends' endowment, and the matching funds would be for a project. It is possible that the matching funds could be raised over time.

In connection with this fundraising, on the agenda for next time is discussion of how to acknowledge donations—both to the library and, separately, to the Friends.

250th Anniversary celebration, Town of Leverett

Maureen Ippolito and Silas Ball presented their plan for setting up a tiered cake, used by other towns, in the field next to the library, near the road, by volunteers. It would remain there from early November through April. The 250 candles—LED lights--require electricity, which can be supplied by the library if the Town agrees to cover the cost. The cake has been approved by the Select Board.

Green Communities Grant kick-off meeting: Tuesday, March 7th.

Seth, Chris, Will, Margie, Hannah, Green Communities rep (Chris Mason), Eversource Contractor rep (Dan Wagner), and Jesse from Rock Valley were in attendance.

- Dan will get final commitment paperwork from Eversource.
- There are open questions for Seth and Jesse to answer.

- Jesse will provide quotes for extras we can add later, such as decommissioning the loop field, adding a CO detector for air intake, adding lights for filtration.
- Installation will take about 1 week. We will need to close the library during that time.
- Location of outdoor condensers was confirmed.
- Timing now depends on availability of high efficiency units.

Performance Reviews: Sue and Jill's Performance reviews went well.

Meeting with Richard Nathhorst (to be scheduled) to discuss:

- Future of the Bradford Memorial Library
- Future solar installation possibilities
- UMass Amherst Clean Energy Extension collaboration & Questionnaire

New Email address for Hannah: hpaessel@cw-mars.org (can continue to use leverett@cw-mars.org)

Updates from last meeting:

Van Steenberg acknowledgment

- Hannah spoke with Lindsay Palermo; she is sketching some ideas to add to the mural with Chris' library photo (with the rainbow).
- Other libraries name rooms, entryways, chairs, study carousels, and podiums for significant donors; some include a plaque engraved with names of donors.

Cozy chairs - fire rating

- They are 20 years old and holding up, are fire-retardant, do not need replacing.
- Thanks to D'Ann Kelty and the original architect and interior designer for help.

Insurance Adjuster will tour all town buildings on Thursday, March 9th. Will is meeting with him.

New Ethics Training for Trustees

Photography and Videography policy: on hold for a future meeting

Trustees up for re-election (Chris & Joan)

Library activities:

Numbers are up in every category: attendance, programming, circulation, Kanopy accounts. Spice packets and steam kits for kids remain popular. This summer will include "High Flying Dogs," and, sponsored by Friends, mushroom growing and strength training programs.

Hannah brought up a special request. She needs undisturbed time to attend to the many tasks that are her responsibility. She proposes that we think about hiring a substitute for 3 consecutive hours per week. This would have the advantage of giving a substitute firmer training for those times when s/he is needed and would provide Hannah with 3 hours when she would not need to attend to the front desk while trying to do concentrated work. Chris proposed a 6-month trial, using state aid money, after which time, we could go to the Select Board and request funding for the 3 hours for the substitute.

We will discuss this further at the next meeting, but the Trustees were supportive.

Seth moved to adjourn the meeting. Joan seconded.

We meet next on April 12.

Submitted by Judith Davidov

Director's Reports

Library Trustee Meeting

Wednesday, March 8th at 7:00 p.m.

At the Leverett Library

Approval of February 8th meeting minutes

Trustee Business:

2022 Annual Report

20th Anniversary celebration / fundraising with Friends of the Leverett Library

- The Friends have a meeting scheduled for next Weds. March 15th to discuss
- Hannah and Sue will be attending this meeting

250th Celebration Cake in field

- Maureen and Silas will stop in and present their plan which will require library electricity use.

Green Communities Grant kick-off meeting

Happened on Tuesday, March 7th.

- Seth, Chris, Will, Margie, Hannah, Green Communities rep (Chris Mason), Eversource Contractor rep (Dan Wagner), and Jesse from Rock Valley were in attendance.
- Dan will get final commitment paperwork from Eversource.
- There are open questions for Seth and Jesse to answer.
- Jesse will provide quotes for extras we can add later: ex, decommissioning loop field, adding CO detector for air intake, adding lights for filtration.
- Installation will take about 1 week. We will need to close the library during that time.
- Location of outdoor condensers confirmed.
- Timing now depends on availability of high efficiency units.

Performance Reviews

- Sue and Jill's Performance reviews went well.
- Library Director open vs. closed working hours.

Potential Meeting to get updates from Richard Nathorst

- Look for an email invitation for the following topics:

- Future of the Bradford Memorial Library
- Future solar installation possibilities
- Umass Amherst Clean Energy Extension collaboration & Questionnaire

New Email address for Hannah: hpaessel@cwmars.org welcome to use this one or leverett@cwmars.org

Updates from last meeting:

Van Steenberg acknowledgement

- I spoke with Lindsay Palermo, she is sketching some ideas to add to the mural with Chris' library photo (with the rainbow).
- Other libraries also will name rooms, entryways, chairs, study carousels, and podiums for significant donors.
- *Others include a plaque with names of significant donors.*

Cozy chairs - fire rating - Confirmed!

- Thanks to D'Ann Kelty and the original architect & interior designer for helping !

Insurance Adjuster will tour all town buildings on Thursday, March 9th.

- Will is meeting with them.

New Ethics Training

- Thank you!

Photography and Videography policy

- on hold for a future meeting

Trustees up for reelection (Chris & Joan)

- Thank you!

Director's Reports:

Financials: We are 67% through the fiscal year.

Account	Appropriation	Amount remaining	%
General Expenses	\$27,754	\$8,925.71	68%
Wages	\$62,621	\$21,040	66%
Building	\$14,600	\$7,595.82	48%

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	\$844.09 approx	

Circulation & Attendance

	February 2021	February 2022	February 2023
CWMARS	2092	2575	2574
Overdrive	495	506	688
Kanopy	0	46	68

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

	February 2022	February 2023
Attendance	627	742
Programming	146	285 + some test kits

Staff & Volunteers:

- We rely heavily on our volunteers and appreciate all they do.
- Sue and Jill are both wonderful and are very appreciative of the sick and personal time that will start in the next fiscal year.

Meetings & Programs:

- The Community Network for Children has increased their Leverett presence. They will now host weekly Playgroups at the library. This program has been well attended and has quickly become a boon to the families who come.
- Gene will begin holding weekly games days again.

- John Forti, the Heirloom Gardener was here on Feb. 25th and, despite the snow, the program was well attended and appreciated.
- Jane Gruber's art installation is up and we are officially accepting applications for art exhibits.

Technology:

Other

Friends of the Leverett Library

Old Business

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