

# Meeting Minutes and Director's Reports

## Library Trustee Meeting

Wednesday, April 10<sup>th</sup>, 2024 at 7:00 p.m.

At the Leverett Library

In attendance: Hannah Paessel (Director), Chris Condit, Rachel Flint, Joan Godsey, Seth Seeger, Lisa Werner (Trustees), Peggy Brownell (Library Friends representative).  
Judith Davidov was absent.

### Approval of February 13<sup>th</sup> meeting minutes

Seth moved that we accept the February 13 minutes, Joan seconded, and we unanimously approved.

### Trustee Business:

Upcoming: Town meeting is on Saturday, April 27<sup>th</sup> at 10 a.m. The new Programming Librarian position and gutters for the Library are on the warrant. Lisa and Rachel are up for re-election.

Music on the Patio: The schedule was filled/determined within 48 hours this year and we have 11 groups scheduled. A big thank you to the Friends for providing \$100 for each performance and to Joan for contacting and scheduling performers.

Here's the schedule:

Tuesdays from 6:30 - 7:30 pm

June 25, On The Lam, Lisa introduces

July 2, Box Shop Duo, Rachel introduces

July 9, French Press, Seth introduces

July 16, Masala Jazz, Joan introduces

July 23, Michael Orlen (& friends?), Chris introduces

July 30, Stamell Brothers, Lisa introduces

August 6, Machine Shop, Joan introduces

August 13, Bruce Colegrove, Chris introduces

August 20, Juggler Meadow String Band, Joan introduces

August 27, Thomas Fownes Duo, Judith introduces? If not, then Seth

September 10, Cushman Quartet, Judith introduces (note: this will be inside)

**Updates:**

We reviewed the MBLC FY2025 Legislative Agenda handout "Building A Stronger Commonwealth: one person at a time". Priorities include:

Right to Read

Digital Equity

eBook access

Gateways to Citizenship

Select Board / Finance Committee Meeting

Our budget requests (gutters and staff request) are moving to Town Meeting

Building:

- The two rotting windows were replaced

Grounds:

- Margie reviewed a Scope of Work draft with Hannah.
  - She agreed that getting a roadmap of the project is a good first step (eg timeline, budget, future maintenance needs, etc).
  - She recommended asking the Friends to use the money from their fundraiser for this step as there are no procurement issues if they pay directly from their account and we could get the process moving more quickly this way.
  - Hannah will check with Margie to see if the gift/bequest funds could also/alternately be used for this purpose.
- Just received Tighe & Bond's Proposal, with a Scope of Services, and itemized quote. They have submitted a limited Proposal for Landscape Design, Engineering, and Permitting Services. They do not offer project management for the planning phase, only for the construction phase. We first need a Project Manager to develop an overall plan and the Project Manager could consider this limited Proposal as part of developing a plan/roadmap.
- Reached out to DA Sullivan (Lib. Project Management in Northampton). Waiting to hear back.
- Reached out to Joan's contacts at Kestral Trust. No return phone call.
- Wayne Feiden (Project Manager Consultant from Northampton, lecturer at UMass LARP) responded by email and he has a strong emphasis on keeping a project on budget and relevant experience. Hannah will be following up and talking with him tomorrow morning to further explore with him.

- Jon Thompson (Project Manager from Shutesbury). Reached out through LinkedIn. Haven't heard back yet. (Thanks, Seth!)
- We decided to hold Wednesday April 24 at 7:00 pm for a follow up meeting to further discuss this, if needed, before our May Trustees meeting.

## Director's Reports:

Financials: 74% through the year

Account	Appropriation	Amount remaining	%
General Expenses	\$29,142	\$7,169	75%
Wages	\$65,770	\$15,240	77%
Building	\$23,870	\$10,228	57%
State Aid	n/a	\$17,934	
Gift	n/a	\$93,086	
Revolving - Fines	n/a	\$525.18	
Revolving - Printing/other	n/a	\$904.09	

## Circulation & Attendance:

	March 2023	March 2024
CWMARS	2,861	2,664
Overdrive	712	784
Kanopy	151	126
Craftsy	0	2

	March 2023	March 2024
Attendance	893	1036 (250 <sup>th</sup> events?)
Programming	295	158/ 19 (non-lib)

#### Staff & Volunteers:

- Safety Training with the fire dept. was a success. We are developing staff checklists to use in an emergency.
- Plan to have a fire drill / basic first aid training in the summer and AED / Narcan medical training in the winter.
- Volunteers continue to fulfill critical roles shelving (and filling in for each other) and program planning and teaching.
- Margie is hoping to restart the Senior Tax Work off program. I provided feedback and support for the program and stressed the need to talk with any potential senior, as she does with all potential volunteers, in order to determine a good fit between the volunteer and the library's needs.
- If Town Meeting approves our staffing request, then Hannah plans to apply for a DEP Micro-grant for increasing our "Library of Things" up to \$10,000.

#### Meetings & Programs:

- In March, our schedule of regular programming continued.
- We offered samples of cinnamon and toy helicopters for kids.
- Non-library sponsored programs were a Public COA fall safety training and the Democratic Caucus meeting
- The Metal Working Workshop, funded by the LCC, was well attended and appreciated by teens and adults of all ages.

#### Friends of the Leverett Library

Peggy Brownell reported on the Friends endowment. Their next fundraiser will be a tote bag. They are currently working on picking a design. They recently added the New Salem Museum and Academy of Fine Art to the collection of museum passes.

Seth moved that we adjourn, Joan seconded, and we unanimously approved and adjourned at 8:15 pm.

**Next Meeting: May 8<sup>th</sup> at 7:00 p.m.**