

## **Library Trustee Meeting Minutes**

Wednesday, April 12<sup>th</sup> at 7:00 p.m.

At the Leverett Library

**Present:** Hannah Paessel (Library Director), Lisa Werner, Chris Condit, Rachel Flint, Judith Davidov, Joan Godsey, Marilyn London-Ewing (representing the Friends of Leverett Library). Seth Seeger was unable to attend.

Chris moved, Lisa seconded, and we unanimously approved the March 8<sup>th</sup> meeting minutes.

### **Trustee Updates:**

#### **Town Budget Hearing**

The Personnel Committee presented their decision about benefits. No other library related questions.

#### **Town Meeting**

Hannah requested that we pay staff for Saturday Town Meeting day because the Trustees (rather than the town) decided that the Library should be closed. We discussed this and felt that, without town approval, we could not pay them if they were not working that day. We suggested that they work the hours at a different time, for example during library closure for HVAC installation.

Library-related issues to be voted on:

Library budget (includes increase for new benefits)

Replacement of the alarm system

Repair of parking lot

#### **HVAC Installation**

The equipment will be shipped April 28<sup>th</sup>. We'll be setting up an install date in the next few weeks. The town has signed all the requisite paperwork. Looking at the scheduled programs, Hannah is hoping for the first week or two of June.

#### **20<sup>th</sup> Anniversary celebration /**

- Marilyn said that the Friends will meet again to finalize plans. Party is planned for May 20<sup>th</sup> 3-5 p.m. It will be both inside and outside.
- Gene Stamell has volunteered to provide music and entertainment for the children.
- Marilyn is photographing the houses in town that once served as libraries - a poster will be made.

## **Fundraising with Friends of the Leverett Library**

- Fundraising options are mostly centered on outdoor spaces. Hannah shared information and photos from the Heritage Gardens and Museums in Sandwich which showed an outdoor interactive play space for families which included a small stage. We discussed property lines, locations available for outdoor development, and agreed that we are willing to abandon the wildflower meadow to make that space available.
- Friends will be selling blue denim caps for \$20 at the 20<sup>th</sup> Anniversary event.

## **Front Work**

Hannah has met with a number of landscape companies and is just starting to receive quotes on several options. Judith suggested that Hannah take a look at the shade structures used at the Mill River picnic area. Joan agreed to contact Elaine and Allen Barker for planting spring flowers at the entrance before the 20<sup>th</sup> Anniversary party.

## **Bradford Memorial Library**

Hannah had a quick informal meeting with Richard to see the area the ad hoc committee is suggesting as a location for the building. It is on the first part of the trail and would require cutting of those trees. A number of groups in town use this trail including: Conservation Commission, Trails Committee, Library for Story Walks, LES as an outdoor classroom. Richard did say there were other location options on the "campus" meaning the town properties that include the library, field, school, and safety complex.

Hannah suggested he set up a short zoom-based meeting with the Trustees to get the conversation started. He has not scheduled one thus far.

### *Other topics for Potential Meeting with Richard Nathorst & Pat Duffy*

- Future solar installation possibilities
- UMass Amherst Clean Energy Extension collaboration & Questionnaire
  - This questionnaire is currently available at the library

**New Email address for Hannah:** [hpaessel@cwmares.org](mailto:hpaessel@cwmares.org) welcome to use this one or [leverett@cwmares.org](mailto:leverett@cwmares.org)

## **Other:**

Process for appointing Trustee mid-term:

*from Lisa Stratford:* Because the Library Trustees are elected, if there was a resignation, a replacement appointment would be a vote of the Select Board and the remaining Library Trustees. The Select Board generally relies on the other board to

bring forward a fitting candidate. The person would then be appointed until the next Annual Town Meeting at which point they would have to run again before the whole town.

*Van Steenberg acknowledgement*

- No update from Lindsay Palermo
- *It is possible there will be room to widen the entry walkway with bricks for donor names.*

*Photography and Videography policy*

- on hold for a future meeting

*Trustees up for reelection (Chris & Joan)*

- Thank you!

## Director's Reports:

Financials: We are 78% through the fiscal year.

Account	Appropriation	Amount remaining	%
General Expenses	\$27,754	\$6,241.86	78%
Wages	\$62,621	\$14,131	77%
Building	\$14,600	\$4779.61	67%
State Aid	n/a	\$12,422.80 appr.	
Gift	n/a	\$96,089 approx	
Revolving - Fines	n/a	\$525.18 approx	
Revolving - Printing/other	n/a	\$844.09 approx	

### Circulation & Attendance

	March 2021	March 2022	March 2023
CWMARS	2,238	3,314	2,861
Overdrive	571	594	712

Kanopy	0	49	151
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\*Our patrons have made 120 accounts on Kanopy so far.

	March 2022	March 2023
Attendance	837	893
Programming	144	252 + some test kits

#### Staff & Volunteers:

- Mary Franks, a long-time volunteer, has retired this year. Hannah suggested that we acknowledge at the 20<sup>th</sup> Anniversary the work of our long-term volunteers who have retired.
- The town will be switching accounting contractors for FY24. Hannah will wait to establish a procedure for using State Aid monies to supplement wages until that new account is in place. (As approved at the Trustees January 11<sup>th</sup> meeting)

#### Meetings & Programs:

- **We were closed for two days due to weather.**
- The Community Network for Children has increased their Leverett presence. They will now host weekly Playgroups at the library. This program brings in about 20 people each week. It is wonderful and the Trustees are hopeful that it will be continued.
- Gene has finished this run of his Games program, another well attended program.
- The CNC and the Hitchcock Center received a Cultural Council grant to run a three-session program called Families in Nature. This has been very popular!
- The first Seed Swap was a success!
- Nancy Emond rented the room for a six-part watercolor class that just ended.
- Jane Gruber's art installation is up and we are officially accepting applications for art exhibits.
- Marilyn London-Ewing has volunteered to facilitate the installation of artwork in the Community Room. We are scheduled through the summer and the first opening is in September

#### Other:

We'll be getting newly designed library cards which will include a keycard. Hannah created the new cards with elements from the mural on them. Her artwork is also on display on the roadside kiosk.

### **Friends of the Leverett Library**

Friends update was largely focused on the 20<sup>th</sup> Anniversary Celebration and fundraising which are included earlier in these minutes.

Meeting ended at 8:21 pm. Moved by Judith, seconded by Lisa, passed unanimously.

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

Minutes submitted by Joan Godsey.