

## **Library Trustee Meeting Minutes and Director's Report**

**April 13, 2022 at 7:00 p.m. on Zoom**

**Meeting id:** 896 5605 9596 **Passcode:** 428608

Present: Hannah Paessel (Library Director), Lisa Werner (Chair), Georgie Schmid, Joan Godsey, Chris Condit, Rachel Flint, Peggy Brownell (Representative of the Friends of the Library). Elaine Barker was absent.

**Approval of March 9th meeting minutes: Joan moved to accept the minutes and Georgie seconded. Motion passed unanimously.**

**Approval of March 29th special meeting minutes: Rachel moved to accept the minutes and Georgie seconded. Motion passed unanimously.**

**Library Director Updates with Trustee discussion, motions, and further actions in bold below.**

### *Geothermal updates*

1. The Building line item is over budget. Will and Hannah have been estimating a Reserve Transfer Request.
2. Will, Chris, Lisa and Hannah have met with Western Mass Heating and Cooling (WMHC) and with Jamrog to go over the system, what is going on, and what are our options.
  1. The sophisticated system continues to fail due to age and other possible factors (reduced efficacy of the geothermal loop system as weather patterns have changed and possible water level changes).
    1. Chris did a deep analysis of the library's electricity usage. Showing a large increase in wattage use.
  2. We have 5 units/systems. 1/5 systems is no longer working; 3/5 are aging out (20+ years) and 1/5 is new having been recently replaced.
    1. WMHC pointed out that some of the units have not been using geothermal power.
    2. Jamrog came in to answer some questions and discovered that there was a slow leak in the coolant on several or all of the units that caused the lack of geothermal use.
    3. This has been repaired and all units seem to be working.
3. WMHC and Jamrog met with Will, Chris, Lisa and Hannah to review the system.

4. Jason from Jamrog highly recommends replacing the heating system as it is aging out and the geothermal is no longer working as well as it previously did.
5. Adding UV lights for sanitation is possible. Will is getting a quote. If we added those now, they would still be compatible with a future upgrade of the heating system.
6. *Next steps:* Will and I recommend replacing the system. It is too late to get this item as an article for the upcoming town meeting.
  1. There may be some resistance since the backup electric heat was added in 2019.
  2. Timing. Add UV lights now under the Reserve Transfer Request? Or wait for the next fiscal year?

**Hannah reviewed the items above and Chris and Lisa added input from the meeting that was held with Will, Jamrog, and Western Mass Heating and Cooling (WMHC). We discussed the geothermal system status, repair history and recent repairs, current issues, and Jamrog's past and current recommendations. Jamrog is extensively involved in the heating systems of town buildings in Leverett. At Will's request, Jamrog is currently working on a proposal and cost estimate to replace the geothermal system with a heat pump (air exchange) system and will send this to Will.**

**As per Hannah's conversation with Margie regarding roles and responsibility for the system: Hannah and Will are "on the ground" and they manage the system, they do the research, get information and quotes. They then report this info to the Library Trustees. If any costs are to be paid from Library money, Trustees can approve and we can move ahead. If additional funds are needed, a request needs to be submitted to the Select Board and Finance Committee and added to the Town Meeting Warrant for appropriating the money.**

**After extensive discussion, the Trustees would like to have another company experienced with geothermal (WMHC) come in and thoroughly assess the system, make recommendations, and provide them to Will and Hannah (Chris would also like to be present for the assessment). Hannah agreed that this would be beneficial. There is a cost for WMHC to do this. Joan moved that we authorize spending up to \$2,000 of library state aid funds to pay for this assessment by WMHC. Chris seconded. Motion passed unanimously.**

**Lisa moved that Hannah contact Will and ask for a meeting with the Trustees to share information and hear our concerns once the Jamrog heat pump proposal is submitted and we have the assessment by WMHC. Rachel seconded. Motion passed unanimously.**

### *Alarm system updates*

Attachments: Alarm System replacement quote

1. The alarm system is 18 years old and aging out. For example, false alarms have been consistently triggered at the front door and from a faulty motion sensor in the community room. There are no replacement parts available for this system.
2. In addition, there have been several communication errors that have made setting the alarm difficult. It has also caused loud beeping during open hours.
  1. Verizon came out and tested the lines. They insist the problem is with the alarm company or the fact that one line the alarm uses is also the line we use for our telephone.
  2. AlarmWorks-Fire Detection Systems insists the communication problem is with the Verizon phone lines.
  3. AlarmsWorks recommends replacing the system with a VOIP line for communication with the monitoring center. We received a quote for this work in **2017** for \$2848.24 with a reduced monitoring annual fee of \$220. (Currently \$330)
  4. We have received an updated quote of \$3997.80 with that same reduced annual fee for monitoring of \$220.
  5. This system can be connected to a phone line for backup and includes a battery backup system.

Answers to Trustee Questions from last meeting:

1. Margie checked with our insurance. "Sounds like insurance doesn't care about the alarm systems as long as building is conscientiously locked. We should ask Scott to have the police include a swing by the building in their evening and morning patrols if they don't already. -Margie"

2. Police currently check the library on a regular basis. Scott was included on this reply from Margie.

*Discussion and Next Steps:* As long as the fire detection system is operating, we are complying with insurance requirements. If other parts of the system are failing, likely the fire detection system will too at some point. So we may want to plan ahead to replace it. It is too late to add it to this Town Meeting.

**Hannah reviewed the above information and provided an update that our current system is working and in compliance for fire protection, as required by our insurance. An alarm is not required by our insurance company. So, we are not required to replace it immediately.**

**Hannah reviewed the options for replacing the system in the future, including the possibility of replacing just the fire protection alarm system. We will not be taking any action to replace the system at the current time.**

## *Community Room Policy*

Attachments: Proposed Community Room Use Policy

1. The paperwork has been updated for ease of readability and understanding.
2. Outstanding questions:
  1. Do we want to offer staffed or unstaffed after-hours use?
3. Related Information:
  1. Heads up that I do not expect to have time to add regular art exhibits for the foreseeable future.
  2. Same with the Music on the Patio. I could coordinate the music events or an all-ages Summer Reading Program. I do not have time to do both.

**We reviewed, discussed, and updated the Community Room Policy, including the fee schedule for community room use and the application form to clarify maximum occupancy limits.**

**Rachel moved that we accept the revisions to the community room policy fee schedule and application form as discussed. Joan seconded. Motion passed unanimously.**

## *Mural*

Attachments: Photo

1. Mural - Judith Inglese is ready to install the finished mural it is approximately 7' x 4'.
  1. She is hoping to install it to the right of the front door on the wall opposite the book drops.
  2. She has already spoken with Brian Cook about moving the EAS box. She has permission and is looking for someone to do the work.

**Mural will be installed outside, on the right of the entryway, across from the book/audiovisual drop. Installation is moving forward.**

## *Bequest: Solar update / acknowledgement*

The picnic pavilion will not be funded this year.

Suggest Van Steenburg Bequest acknowledgement could be added to the Palermo mural in the front hall. I have emailed the artist for information on feasibility and cost.

He formerly worked for the CIA and was a UMass History professor of European, diplomatic, and Scandinavian history.

**Elaine was not able to attend the meeting and Hannah will contact her to ask for her input and suggestions.**

### *Trustee Recruitment*

Judith Davidov and Seth Seeger are running for the open positions.

Other updates?

**We think that this is the extent of those who will be running for the Trustee positions. Several other folks expressed interest initially but haven't followed up for more information.**

### *Elaine & Georgie Appreciation*

Huzzah! And much thanks for all of your myriad contributions!

**Huge thanks and appreciation to Elaine and Georgie for their work and contributions to the library as Trustees. We will miss you!**

### **Director's Reports:**

*Financials:* we are 74% through the year

General Expenses:     \$8,342.05                   68.87%

Salaries:                 \$17,274.50                   70.38%

Building:                \$640.23                      95.48%

State Aid:                \$8,162.09

Gift:                     \$90,000.32 (minus the \$91,124 bequest) = \$-1123.68 (see note)

Revolving (Fines)        \$525.18

Revolving (Copier/Fax/Printing): \$919.07

Deposits are scheduled to be posted this coming week. **Hurray!**

**Not all salary funds will be expended this year due to limited substitute availability. Lisa suggested that Hannah give Margie a heads up about this since these funds may expire at the end of June and might be able to be used elsewhere.**

*Circulation & Attendance*

	March 2020	March 2021	March 2022
CWMARS	1824	2238	3314
Overdrive	419	571	594
Kanopy	0	0	66

- Our circulation numbers are strong **Hurray!!!**
- Our patrons have made 60 accounts on Kanopy so far.

	February 2022	March 2022
Attendance	590	811
Programming	119	126

Programming includes non-library sponsored use of the Community Room. Programs this month were the Ukulele strum along, Sumac samples, Bird House craft, and a fire truck story time, Qigong, and Tai Chi. Other programs included watercolor classes.

*Staff & Volunteers*

The Substitutes have had limited availability. Hopefully that is changing soon.

They work most Tuesdays and Thursday for training but it will also give me a little more time to work during closed hours.

Just a reminder that Hannah works Monday - Thursday.

We now have an email address for the circulation desk! [leverettlibrary@gmail.com](mailto:leverettlibrary@gmail.com)



## *Meetings and Programs*

Many groups have begun using the Community Room since we've opened back up. Including: Mah-jongg, tai chi, and painting classes.

Happier Valley Comedy group is scheduled for May 7th at 11:30. They would prefer to have their presentation indoors. They'll definitely be more than 10 people.

1. Have the program with the windows open
2. See if they can reschedule for the summer. (Hopefully we'll be able to increase the room capacity by then.)

**We discussed and suggested rescheduling for the summer.**

## *Technology*

Hannah has a new computer. Finally! It came in under budget **Hurray!**

Hank comes this weekend to update all the computers and to convert the director's laptop into a public teen computer.

We are looking for a small side table for the teen room. I'll ask on Leverett Connects to start.

## *Friends of the Leverett Library*

**The Friends will not be selling coffee but will again be selling a new mug at Town Meeting this year.**

**Joan moved to end the meeting at 9:35 pm. Chris seconded. Motion passed unanimously.**

**Next Meeting: May 11, 7:00 p.m. on Zoom**