

Leverett Library Trustees Minutes

Library Trustee Meeting

Wednesday, June 12, 2024 at 7:00 p.m.

At the Leverett Library

In attendance: Seth, Joan, Rachel, Hannah, Richard
Rachel is acting chair

Approval of May 8 and May 15th meeting minutes

Joan motioned to accept both minutes. Rachel seconded. Unanimously approved.

Trustee Business:

Grounds Project Update

- Big Decisions - boardwalk and path material
 - Seth: Wayne seems like a great fit. He listened really well to all our questions, responded well, not rushed.
 - Hannah: He seemed very comfortable with all the regulations, legalities, steps etc. We are in good hands
 - Shared Wayne's materials and discussed the various walkway options
 - White dock walkway may be the "right" option, but it's definitely not the prettiest.
 - **EXTRA MEETING SCHEDULED: July 10, 2024 @ 7pm**
- Submitting a Mass Office on Disabilities grant for partial project
 - Submitted for \$97,500. It would cover the first part of the walkway from the parking place, through the pond.
- Plan to schedule Abutter and Stakeholder meeting in July or September
- We will begin to incur costs, wetland delineation etc.
 - Should we use the gift account for this?
 - No money is likely needed before July 10, so no action taken

Summer Meeting Break

- It is possible that we may need a meeting over the summer (hopefully not!) regarding the park project.

- YES - Meeting scheduled for July 10, 2024 7pm
- Otherwise, happy summer! And we look forward to seeing you at your Music on the Patio performance.

Approve Closed Dates for FY25

Thursday, July 4, 2024	Independence Day	
Saturday, July 6, 2024	250 th Parade	Open 12-3
Thursday, November 28, 2024	Thanksgiving	
Tuesday, December 24, 2024	Christmas Eve	Open 3-5 or 3-6?
Wednesday, December 25, 2024	Christmas Day	
Tuesday, December, 31, 2024	New Year's Eve	Open 3-5 or 3-6?
Wednesday, January 1, 2025	New Year's Day	
Saturday, April TBD, 2025	Town Meeting	
Thursday, June 19, 2025	Juneteenth	

- Christmas Eve and NYE - 3 - 5pm
- Town meeting left as TBD
- Rachel made a motion to accept the proposed dates, Joan approved. Unanimously approved.

Long Range Plan Review

LRP expires was written in 2019 and covers 2020 – 2025. We need to create a new one, starting in early 2025. This is necessary for applying for grants, etc.

The Library's priorities are to:

- ✓ [ongoing] Increase community awareness of and engagement with library services and resources
- ✓ [ongoing] Provide opportunities for staff development and increase staff and volunteer capacity
- ✓ [ongoing] Expand digital resources and maintain high quality print and nonprint collections
- ✓ [ongoing] Maintain clean, safe, attractive, and comfortable facilities and grounds, and embed sustainable practices into our building and grounds operations
- ✓ [ongoing] Generate a schedule of programming that attracts audiences and appeals to a variety of user demographic groups.

Here's what we've done over the last five years despite a global pandemic.

Awareness: We have updated our website

Awareness: Email newsletters subscriptions = 279 with 65%-70% open rate

Awareness: Email newsletter now goes to Leverett Connects with 829 members

Staff: The Town now provides prorated sick and personal time for part-time staff.

Staff: Town Meeting approved the addition of a Programming Librarian

Digital Collections: We've added Kanopy and Craftsy to our digital offerings. Also have added a public scanner.

Facilities: Grant funds replaced our HVAC system.

Facilities: Will and Brennan have been keeping up with building maintenance beautifully.

Programs: We've increased our passive and active programming, opened the room for community use, and restarted art exhibits.

Programs: With the addition of the Programming Librarian, we will be poised to better promote our programs and services and to increase them.

Trustees feedback: **IMPRESSIVE**

Updates:

250th Parade

Meeting time

Use of a horse-drawn wagon

Thanks to the Friends for leading the organization of this!

Reviewed schedule. Friends are taking the lead in organizing. The Officers of the Board have been voluntold they will be riding on the hay wagon.

Library has two banners

Grounds:

- Parking lot paving this week. We'll have modified hours on Wednesday and Thursday.
 - Paving in progress
 - May need to close an additional day

- They'll add an additional handicap parking spot by the Bill Rivers Trail per the ADA town Self-Evaluation of 2018.
- Front garden replacement of failing plants by NE Greenscape.
- Thanks to the Friends for hiring Dawn to take care of the new garden!
 - *Three cheers for Dawn! Friends are paying her \$3,000 for time and materials for 2024.*

Building:

- AV Community Room
 - have three quotes.
 - Will schedule work in FY25
 - *New company: Nourseman Audio Video. Excellent to work with*
 - *Friends offered to cover this expense. Don't wait until next fiscal year.*
- toilet repair - Will will repair leaks
- siding repair - scheduled during this fiscal year
- carpet cleaning - done
- bathroom ventilation - ready to schedule
- entry tile cleaning - ready to schedule

State Aid - Purchased one public computer \$699

- *New computer, new scanner (including slide scanner). Publicity coming out soon*

Grants

- Applied for a DEP Micro-grant to increase our "Library of Things" and for three rain barrels to be installed with new gutters. Will here by next week.
- Margie applying for Green Communities grant for insulation and air sealing.
- Preparing a grant application for the Massachusetts Office for Disabilities to fund a portion of the trail and boardwalk. Due June 14, 2024.

Other

- *Kids computer needs replacing. Our memory is that we authorized Hannah to buy one new computer a year. She will replace it in July (next fiscal year)*

Director's Reports:

Financials: 90% through the year

Account	Appropriation	Amount remaining	%
General Expenses	\$29,142	\$2,200	92%
Wages	\$65,770	\$5,012	92%
Building	\$23,870	\$7,581	68%
State Aid	n/a	\$20,251	
Gift	n/a	\$92,798	
Revolving - Fines	n/a	\$525	
Revolving - Printing/Use	n/a	\$994	

Circulation & Attendance:

	May 2023	May 2024
CWMARS	2,858	2,473
Overdrive	691	783
Kanopy	156	268
Craftsy	0	0

- Last may was *extraordinarily* busy. So we are down a little bit from last year, but last year was extra high. Still doing well.

	May 2023	May 2024
Attendance	1019	903
Programming	380/ 115 (non-library)	351/ 23 (non-lib) / 237

Staff & Volunteers:

- Programming Librarian position was posted and has attracted a wonderful group of candidates.
 - Posted MBLC site, town hall, library website
 - 7 or 8 great applicants. 3 rose right to the top. Hannah is very pleased with the pool.
- Interviewed three candidates. Have narrowed it down to 2 and will discuss with Sue and Jill tomorrow at our next staff meeting. Hope to have someone in place by mid-July!
- My summer class starts this week: Library Programming for Adults.
- We have one volunteer shelving shift open.
- Will keep the substitutes, but hopefully they will be needed less

Meetings & Programs:

- Summer Reading Program tri-fold flier sent out to LES students
 - Reading book: Mr and Ms Prince - also ties in to exhibit at Old Deerfield Village
- We offered samples of borage and calendula seeds and LED flyer set for kids.
- Non-library sponsored programs were: a private exhibit viewing, Wendell Warriors (received their own LCC grant) and the Planning Board with a Comprehensive Plan Q & A.
- Geno led an Art Box program that was enjoyed by an intergenerational group.
- Ben Goldberg provided his popular Tool Care Workshop.

Technology:

- Hank updated our computers. Set up two new computers, decommissioned the old laptop and
- Set up a public use scanner.
- Still having some trouble with the Kids computer.

Other:

Friends of the Leverett Library

- Total fundraiser: \$10,348.41
- Next project: book bags (in the fall). Not a fundraiser.
- Friends will have Professor Marla Miller speak at their next meeting in October.

Old Business

- Covered concert introductions

Next Meeting: July 10, 2024 at 7pm (special meeting)

Joan motions end of meeting, Rachel seconded. Unanimously approved.