

# Minutes

## Library Trustee Meeting

Wednesday, June 14, 2023 at 7:00 p.m.

At the Leverett Library

*In attendance: Seth, Hannah, Lisa, Rachel, Leah, Joan, Judith. (Chris absent)*

*Note taker: Seth*

### **Approval of May 10<sup>th</sup> meeting minutes**

*Motion by Joan, second by Judith, all approved*

### **Trustee Business:**

#### **Vote for Officers**

*Current officers re-elected: Lisa (Chair), Chris (Vice Chair). Motion by Rachel, Seconded by Joan, all approved.*

#### **Music on the Patio - assign dates**

*June 27 - Joan*

*July 11 - Judith*

*July 18 - Lisa*

*July 25 - Seth (Lisa as backup)*

*Aug 1 - Joan*

*Aug 8 - Rachel*

*Aug 15 - Chris (Lisa as backup)*

*Aug 22 - Joan*

*Thanks to Joan for all her work on this. Friends may supply bottled water.*

#### **Approve Closed Dates for FY24**

4<sup>th</sup> of July - Tuesday, July 4

Thanksgiving - Thursday, November 23<sup>rd</sup>

Leverett Town Meeting - Saturday in late April

fyi we're typically open on Veterans Day - Saturday, November 11<sup>th</sup>

*Above schedule approved. Motion by Seth, Second by Lisa, all approved. Staff loses out on work day for Town Meeting. Hannah will find out what other libraries do.*

**Updates:**

*HVAC Installation*

Nearing completion!

Asked them to pump the loop system to remove liquid.

*Appreciation was given all around for all the work that went in to getting and installing our new HVAC system.*

*Front Work*

Called and received glowing references for New England Greenscaping (Steve)

Leslie, Dawn, and Will are evaluating the design proposal with me.

Hopefully, we can get on their schedule for mid to late summer!

*Building Maintenance*

The front automatic door opener failed. It will be replaced on Friday.

Some siding & one window need replacement, Will will schedule for this early fall.

Alarm replacement to be scheduled for July.

*Door opener costs \$3,000. We have the money since winter heating was cheaper than expected.*

Other

*Photography and Videography policy*

- on hold for a future meeting

**Director's Reports:**

Financials: We are 93% through the fiscal year.

*New financial person is working out well. Numbers below are now accurate. Money will come out of the State Aid line for draining the geothermal field, IR lights in the HVAC ducts, and a few more.*

<b>Account</b>	<b>Appropriation</b>	<b>Amount remaining</b>	<b>%</b>
General Expenses	\$27,754	\$2,372.23	91%
Wages	\$62,621	\$4,315	93%
Building	\$14,600	\$4003.5	73%
State Aid	n/a	\$15,183.05	

Gift	n/a	\$101,463	
Revolving - Fines	n/a	\$525.18	
Revolving - Printing/other	n/a	\$904.09	

### Circulation & Attendance

	May 2021	May 2022	May 2023
CWMARS	1,707	2,866	2,858
Overdrive	525	623	691
Kanopy	0	43	156

\*Our patrons have made 121 accounts on Kanopy so far.

	May 2022	May 2023
Attendance	718	828
Programming	187	330

### Staff & Volunteers:

- First interview for new substitute was Tuesday afternoon.
- Hope to get one or two more interviews in.

### Meetings & Programs:

- May was a very busy month for programming. It included non-library sponsored events in the community room like Sharon Dunn's book talk, Anne Louise White's art reception, and the Council on Aging presentation to the community. These three events attracted an additional 115 patrons.
- The Summer Reading program begins June 17<sup>th</sup> with a performance by Flying High Dogs!
- Look for prizes generously donated by the Friends and the Western Mass Library Advocates.

### Technology:

- We will add a LeverettNet VOIP line when we get the new alarm system.
- Instead of replacing the Teen computer, we will repurpose the laptop that Sue used for remote work during covid.

### Other:

*Joan walked the Bill Rivers trail with Coach Sadie from LES. They are putting in an outdoor challenge course. The library is excited to have more people out on the trails and in the woods.*

### Friends of the Leverett Library

*The Friends are working on a matching \$10K fundraiser.*

*They are thankful to the library and trustees for all the help in putting on the 20<sup>th</sup> party. And to Jo Comerford who also sent a certificate of appreciation to the library.*

*The Friends turned the slideshow in to a book and gave the library a copy.*

### Old Business

**Next Meeting: Sept 13<sup>rd</sup> at 7:00 p.m.**

*2023-2024 Meeting minute takers:*

*Sept – Lisa*

*Oct – Chris*

*Nov – Judith*

*Dec – Rachel*

*Jan – Joan*

*Feb - Seth*