**Director’s Notes**

**Library Trustee Meeting**

Wednesday, June 8th at 7:00 p.m.

At the Leverett Library

**Present:** Lisa Werner, chair, Rachel Flint, Judith Davidov, Joan Godsey, Seth Seeger, Hannah Paessel, Director, Marilyn London Ewing, representing the Friends.

**Approval of May 11th meeting minutes:** *Joan made the motion and Seth seconded,  minutes approved.*

**Trustee Business:**

Music on the Patio

**Plans were reviewed and trustees reminded to review the 2 pages of instructions. The Friends will provide bottled water and gift mugs to each performer. ( three trios and one duo, 11 performers) A week prior to each performance, Joan will contact the band. If the weather is threatening, the trustee hosting that performance will, after consulting with Hannah, cancel and contact the band.**

Building Updates

 WMHC reviewed our system and did a yearly cleaning. Waiting for their written report.

* Water temp is 54 degrees and good for this time of year (would have liked to check in winter)
* Water pump is either too small or aging out – it is not circulating the fluid effectively (1 gpm rather than 2-3 gpm). Technician asked when last replaced.
* 2 acuators are not working as recommended (one of them was not wired to work when installed). Not a big problem but better to keep them up.
* Will will look into when the pump was last replaced.

 Next step: Once we have written report, talk with Jason Burbank to review recommendations.

**Trustees discussed seeking a new service provider, and Hannah had received information from the Sunderland librarian that they have been happy with the service provided by WMHC. Sunderland also has a geothermal system.**

**Next step: Once the WMHC report is received, Hannah will contact Jason Burbank, the engineer who oversaw the heating systems at UMASS, to review the findings and recommendations.**

***Lisa made the motion that Jason Burbank be asked to review the WMHC report and estimate and advise us on how to proceed. Seth seconded and the vote was unanimous*.**

**Lisa clarified how the expenses are handled: If the expenses are within the reach of the library funds, then the trustees weigh in and authorize the expenditures; however, in this case, it’s likely the expenditures will exceed our budget which means that Hannah and Will Stratford, and Margie will bring that request to the Select Board or a Town Meeting to authorize the expenditures.**

 Timer for wall mounted lights is not functioning properly. Looks like $50 replacement plus installation.

Community Room (BOH) (CR Policy)

 Capacity Limits – Covid

 Nick Venti – BOH Chair – recommends lifting all capacity limits

 - though there is significant community spread, hospitalizations are very low and most are incidental (not hospitalized for Covid.)

 limited capacity will affect summer programming

**The Board of Health has a new chair, Nick Venti, who spoke with Hannah about BOH recommendations. The BOH suggests lifting all capacity limits.**

**Our Community Room capacity has been capped at 10 which would affect summer programming.**

***Rachel made a motion that we continue to follow BOH recommendations and lift the capacity limit set for the Community Room. Should recommendations change, Hannah can adjust to the new guidelines. Lisa seconded. Motion passed*.**

 CR policy

**Community Room Policy reviewed with the addition of the availability of Hearing Assist and a change in the number of chairs on the application form.**

***Joan moved to accept the Community Room Policy, Lisa seconded, motion passed.***

**Hannah will create a sign that shows the C.R. schedule and post it.**

 Chairs – keeping a total of 40 chairs for the room

 - offering 20 of the old style chairs to other town depts.

 - There will still be a delay until Margie shares the offers with town depts.

 - eventually will be able to store all but one rack of new chairs

 - in the meantime, we’ll need to continue to store all the chairs.

**Discussion of surplus chairs now that the Friends have bought new, comfy ones. Twenty-two new blue chairs and 18 of the older green model, a total of 40, will be kept for the Community Room use, and the 20 green ones remaining will be offered to Town departments by Margie. Hannah and the trustees thank the Friends for the chair upgrade.**

Paula Green Memorial Tree

* Two possible location: on island in front of building or behind library near wildflower patch.
* Possible trees: a small ornamental such as a Japanese maple for the front or a popular pollinator tree such as a Stewartia for the back.
* Waiting for Matt to weigh in as to whether he can plant a tree and confirmation on location and suggested tree.

**After reviewing the suggestions of the committee ( Ray, Matt, Dawn, Judith and Hannah) as to site and species, the Trustees supported their suggestions of a weeping Japanese maple on the island or a Stewartia behind the library in the wild flower meadow.**

***Lisa moved the motion and Seth seconded, motion passed.***

**Hannah or Matt will consult Dig-Safe before the tree is planted.**

Review summer suspension of trustee meetings

**Trustees agreed to meet as needed during the summer once the information on the geothermal system has been received.**

Elaine and Allen have been managing the flower boxes in front of the building. Elaine would be open to continuing or passing along the responsibility. Suggestions? Thoughts?

**Allen and Elaine Barker have kept the flower pots at the entrance blooming for years . Joan offered to check with them to see if they wished to continue or preferred to pass the responsibility on. Allen emailed that he and Elaine wanted to keep the pots blooming and already had the dwarf zinnias that will replace the pansies soon.**

**Director’s Reports:**

Financials**:** we are 93% through the year. I will receive updated account totals on Wednesday morning and will verbally give those to you at the meeting.

 General Expenses: $ 2911.38 89%

 Salaries: $ 5240.57 91%

 Building: $ (3761.38) 127%

 State Aid: $ 9,085.37

 Gift: $93,428.10

 Revolving (Fines) $ 525.18

 Revolving (Copier/Printing): $ 919.07

* We will be giving about $2,000 back to the general fund from the salary and wage line-item due to covid and staffing unavailability.

Circulation & Attendance

|  |  |  |  |
| --- | --- | --- | --- |
|  | May 2019 | May 2021 | May 2022 |
| CWMARS | 2494 | 1707 | 2866 |
| Overdrive | 393 (482 in 2020) | 525 | 623 |
| Kanopy | 0 | 0 | 43 |

* CWMARS circs = checkouts + renewals from our library regardless of who owns the item.
* Our circulation numbers are strong.
* Our patrons have made 69 accounts on Kanopy so far. (three added this month)

|  |  |  |
| --- | --- | --- |
|  | April 2022 | May 2022 |
| Attendance | 665 | 718 |
| Programming | 153 | 230 |

Library sponsored programs include:

* Ukulele strum-along & Spice Tastings, courtesy of the Friends of the Leverett Library.
* STEAM kits for kids thanks to a grant from the Leverett Cultural Council.
* Tai Chi and online Qigong thanks to local volunteers.
* Richie Davis book reading and ice cream
* Bee presentation

Non-library programs include:

* Mahjong by an informal group of residents
* Painting classes by Nancy Emond (one free and one paid)
* Spanish classes for kids from Mucho Gusto Spanish (costs money)

**Circulation numbers remain very strong; special programs such as Richie Davis book reading and the presentation on bees have been well received.**

**Steam kits have been popular among the kids. Up upcoming is the Chinese acrobat program on June 25 at 11:30.**

Staff & Volunteers

* Julie will be focusing on her studies and would like to only be an extreme backup substitute. The Substitute Library Assistant position has been posted. I have an interview set up for tomorrow. Hopefully, we’ll get another substitute soon.
* JC has been filling in on Tuesday and Thursdays. This has freed me up to work more hours with fewer distractions when we are closed.
* We have a core group of six solid volunteers. I have a number of applications to review and slowly add to our active volunteers when there is time to train, support, and manage their efforts to best affect.
* Here is the approved wage sheet for FY 23:
	+ Director salaried 25 hours per week
	+ Library Cataloger 18.91/hr 16.5 hours per week
	+ Library Assistant 15.45/hr 10 hours per week
	+ Substitutes 15.45/hr varied hours

**Margie informed Hannah that the Town’s COLA has been settled on 40-50 cents per hour for hourly workers which will include Sue and Jill.**

Meetings & Programs

* Summer Reading Program is next up. Take a look at our flier! The Friends are generously sponsoring the local giveaways that are available to everyone of all ages.

**Adam Wellen, the parent of a 4th grader at LES, has created a program to promote hiking on the 10 miles of maintained trails in Leverett. Called the *Leverett Trails Explorer* and supported by the RGT, it gives students a passport to the 9 trails in town and a pin when they present their stamped passport at the circulation desk. Hannah agreed that library staff could help if their only responsibilities were to look at the passport and award the pin.**

**This hiking incentive fits nicely with the theme of the Summer Reading Program which is *Reading off the Beaten Track.* Hannah passed around a mock up of the flyer that will go home in all the backpacks of 140 LES students before the school year ends. Students can enter a raffle every time they enter the library from June 22 to August 10. The drawing for prizes takes place on August 11. The Friends Of Leverett Library have provided wonderful prizes. The trustees described the program as very inclusive with terrific incentives and thank the Friends for providing the raffle prizes.**

* Boat Lending – Friends of the Leverett Pond (for Leverett residents) have started using the library space to provide paperwork and keys. First day was busy and a success!

Technology

Calm Computing is due to install wifi access to our parking lot on Monday, June 18th

**Friends of the Leverett Library**

Old Business

* Judith Inglese Mural has been successfully installed.
* Van Steenburg acknowledgement – Lindsay Palermo has offered to donate her time and expertise to add a painted element to the entryway mural to acknowledge Van Steenburg’s bequest. She’s available in the fall. I haven’t heard back from Elaine yet.

***Lisa made a motion to adjourn, everyone seconded and the motion passed unanimously. Meeting adjourned at 9:10.***

**Next Meeting: September 14, 2022 at 7:00 p.m.**