

## Library Trustee Meeting Minutes

Wednesday, September 13, 2023 at 7:00 p.m.

At the Leverett Library

**Present:** Hannah Paessel (Library Director), Seth Seeger, Chris Condit, Judith Davidov, Rachel Flint, Lisa Sullivan-Werner, Joan Godsey, Leslie Fisette (from the Friends group)

**Approval of June 14<sup>th</sup> meeting minutes:** Joan moved to accept the minutes with several minor corrections, Seth seconded, unanimously approved

### Updates:

#### Building

##### *New HVAC Update*

The loop system has been drained.

One addition of a cover for one of the outdoor units is on backorder.

The grant is complete.

Green Communities representative recommended improved insulation / air sealing and suggested applying for a Green Communities Grant for this work, possibly coordinated with any needed projects for other town buildings - Margie is aware of this.

Future projects: UV lights and ventilation plan

##### *Alarm*

Installation scheduled for Tuesday, Sept. 26<sup>th</sup>

##### *Other recent or soonish projects*

Automatic door opener for front door was replaced this summer.

Siding & one window replacement are needed due to sections of rotted wood - this autumn hopefully.

#### Grounds

*New England Greenscaping will be installing new front landscaping in September.*

*New Community Gathering Spaces behind Library is being planned and more information regarding our discussion is in the Friends section of these minutes.*

*Thanks to the Friends for their new fundraiser to support this project!*

## Director's Reports:

### Financials & State Reporting:

Our state reports have been filed and we are eligible for state aid this year. Information about each of these reports is attached.

- Hannah reviewed the Library's Annual Report Information Survey (ARIS) for FY23 and we are a well-used and very busy library!!!
- State Aid to Public Libraries Application and Compliance Form (Financial Report)

### Final Budget #s for FY2023

| Account                    | Appropriation | Amount remaining | %     |
|----------------------------|---------------|------------------|-------|
| General Expenses           | \$27,754      | \$45.68          | 99.84 |
| Wages                      | \$61,784      | (35)             | 100%  |
| Building                   | \$14,600      | \$500            | 96%   |
| State Aid                  | n/a           | \$14,953.55      |       |
| Gift                       | n/a           | \$101,414.25     |       |
| Revolving - Fines          | n/a           | \$525.18         |       |
| Revolving - Printing/other | n/a           | \$904.09         |       |
| Field/Maynard              | n/a           | 2843.15          |       |

### Circulation & Attendance:

|           | June 2023 | July 2023 | August 2023 |
|-----------|-----------|-----------|-------------|
| CWMARS    | 2,251     | 2,605     | 2,738       |
| Overdrive | 662       | 729       | 663         |
| Kanopy    | 103       | 109       | 67          |

\*Our patrons have made 130 accounts on Kanopy so far.

|             | June 2023 | July 2023 | August 2023      |
|-------------|-----------|-----------|------------------|
| Attendance  | 760       | 893       | 1058             |
| Programming | 80        | 257       | 273 (+166 other) |

#### Staff & Volunteers:

- Ralph Hurwitz - new substitute
- Sarah Stroud - resigned as a substitute
- Brennan Mailloux is new custodian

#### Meetings & Programs:

- Summer Reading success!

Music on the Patio - 9 wonderful concerts, thank you to Joan for scheduling and coordinating

Entries into giveaways (includes 41 online book reviews)

Ages 0-5 20

Ages 6-11 45

Ages 12-18 17

Adult 82

testimonials

Thanks to Trustees, Friends, and Lev. Cultural Council

- Dept. of Early Education funding announcement and legislative day at Leverett drew folks from all over the state and was reported in the newspapers
- Craftsy - Hannah let us know about the free subscription to Craftsy available through Libby and showed us how patrons can sign up
- Strength Training
  - Hoping to collaborate with The Council on Aging and/or Recreation Committee to offer this more sustainably. Hannah is reaching out to them.

#### Friends of the Leverett Library

- Leslie shared the brochure for the Friends of the Leverett Library Fundraiser to generate donations for the \$10,000 matching gift from an anonymous donor. The Friends applied to the Conway School of Design for students to develop a design plan for a vibrant outdoor community space at the library which

could/would include benches, table(s), outdoor large musical instruments, and a raised platform. A representative from the Conway School of Design will be coming out tomorrow at 5:30 to tour the site in preparation for developing a design plan. They develop the design, and we would use some or all of their ideas in seeking someone to do the installation work.

We reviewed a preliminary timeline & project management plan developed with input from Maura Deedy of the MBLC for the project.

- The Friends annual meeting is Saturday October 21, from 1 - 2:30, with a Living History Presentation called "Frances Perkins: A Woman's Work"

**Next Meeting: October 11<sup>th</sup> at 7:00 p.m. - Chris scheduled to do minutes**

**Seth moved to close the meeting, Rachel seconded, we approved unanimously at 8:32 pm.**

**Minutes submitted by Lisa Sullivan-Werner**