

Director's Notes and *Meeting Minutes*  
Library Trustee Meeting  
Wednesday, September 14<sup>th</sup> at 7:00 p.m.  
At the Leverett Library

***In attendance: Hannah Paessel, Director; Lisa Werner, Chair; Chris Condit (needed to leave after geothermal discussion), Rachel Flint, Judith Davidov, Joan Godsey, Seth Seeger Trustees; Gerald McFarland representing the Friends of Leverett Library***

Approval of June 8th meeting minutes

***Joan moved, Seth seconded, and we unanimously approved the June 8<sup>th</sup> meeting minutes.***

Trustee Business:

1. Building Updates:

Geothermal - Lisa, Chris, Seth, Will, and Hannah met over the summer to review various recommendations from geothermal professionals.

- Jamrog - recommends replacing the geothermal system with a heat pump system.
- WMHC - recommends replacing one of the circulation pumps and a switch.
- Local resident, Richard Nathhorst & friend Jason Burbank from UMass facilities recommend significantly improving outside air ventilation and working to make the current system more effective.

Current concerns and thoughts of the subgroup:

- As of now, the electric backup clicks on when it is too cold for geothermal but does not automatically switch back to geothermal. -- Seth recommends monitoring soil temperature where the closed loops are buried in order to mitigate this problem.
- Is it possible to add a closed loop extension to the well behind the greenhouse?
- Burbank believes that replacing a circulator pump will improve use of geothermal (as recommended by WMHC).
- Asking a third company to come give a third opinion on the system.
- We are still interested in including some kind of filtration.

Hannah, Will, and Margie are exploring all options including:

A potential Green Communities Grant to replace the system with a heat pump.

✓ Step 1: Get an energy assessment by an Eversource contractor to determine eligibility for various Eversource rebates and eligibility for the Green Communities Grant.

Will and I met with two Eversource contractors on 8/31. Waiting for their reports.

Step 2: Submit application for Green Communities Grant by 10/7/22

If this is viable, we may need to have a special meeting either just us or with the Select Board to approve the application.

#### Long-Term FRCOG Project

FRCOG has solicited a list of potential projects needing funding support. This may simply be a way to advocate at the state level for more funding. Margie has submitted an HVAC related project as a backup if the Green Communities Grant is not viable.

*Hannah presented a thorough update and we reviewed and discussed the above geothermal and HVAC information. As per WMHC, needed repairs for the current geothermal system for this winter are \$7,640 to replace the circulator pump and \$610 to replace a bad actuator. \$8,250 total.*

#### *Info still needed:*

- *What rebates would we be eligible for if we installed a new air source system? Are we eligible for the Green Communities grant? Waiting for this info from Eversource.*
- *If so, the grant would be due 10/7/22 and Margie would write it. If we apply and are awarded the grant, we will need to do it.*
- *Hannah will ask WMHC:*
  1. *What is the lead time needed for their recommended repairs?*
  2. *Could we run our closed loop pipes through the unused well to heat the liquid and work better in the cold of winter? If so, would they do this work?*
- *Hannah will ask Margie at what point we get two more quotes for a new (air source) system.*

*Once this information is gathered, we may need to quickly schedule a Trustees meeting to decide and vote on how to move ahead. May require meeting with the Select Board as well.*

Fire Alarm - has passed it's annual test.

It is still beeping periodically while showing no code and Hannah continues to talk with AlarmWorks about resolving this issue.

#### 2. Community Room Policy follow-up

One outstanding question that comes up for non-library sponsored events (esp. those that charge money) is how many events they can schedule in a calendar year.

The current language reads:

"Reservations may be made up to six (6) months in advance.

Reservations for a program series may not exceed six (6) events."

If I were going to interpret our current policy, I would limit the use of the CR to six events per six months. I can work with this interpretation or we can make an official amendment.

Ex. I have one person who is interested in scheduling series after series.

Other libraries handle this in a variety of ways:

- Sunderland - no more than 26 reservations per 12 month periodically
- Bolton - 4 uses per calendar year
- Wilbraham - 12 meetings per calendar year (thinking of those with monthly meetings)

***We discussed the above and various options. We will stay with the current policy and Hannah's interpretation of it (limit use of the CR to six uses/events per six months). We will revisit as needed.***

3. Mural Dedication - Saturday, September 24<sup>th</sup> 3-5 p.m.

- Organizer: Maureen Ippolito from the 250 Anniversary Committee
- Music by Craig Hollingsworth & Cynthia Thomas
- Speakers:
  - Susan Mareneck
  - Trustee or Library Director
  - Judith Inglese
  - Janine Roberts reading her poem

All are invited. Would anyone like to represent the library and make a short statement?

***Hannah will speak at the dedication - thank you!***

The Plaque - The 250<sup>th</sup> Anniversary Committee has chosen a cherry wood plaque to be mounted at 30° for easier viewing. It will be coated with marine varnish.

3. Music on the Patio

There has been interest from a variety of parties to find a way to pay the musicians who provide the popular Music on the Patio.

Craig Hollingsworth recommends \$50 per performer.

There are two possible avenues to support our local musicians in this way:

a. Apply for a Leverett Cultural Council Grant

pros - supports local musicians! - fairly simple application

cons - will be considered part of the allotment the LCC typically awards the library therefore taking away funding for other programs. - application due in early October.

b. Ask the Friends of the Leverett Library if they would like to fund this important series of community events.

*We were reluctant to lose funding or other programs for this purpose. Joan will send an email to the Friends group, requesting funding for Music on the Patio for next year. She'll cc Hannah and Sue. We would need to further discuss and decide the amount of payments and possible upper limit per group.*

#### 4. Staffing Update

I've had to repost the Substitute Library Assistant position. I've recently increased the job listing exposure locally. I've interviewed four applicants so far with no success.

*We will spread the word to anyone we think would be interested!*

#### 5. Monthly Meeting

Is this still the most ideal time for our monthly meeting?

*After polling the group, we decided to stay with the current day/time - the second Wednesday of the month, at 7:00 pm.*

#### Updates from last meeting

- Chairs and other surplus items have been offered to other town departments. Departments should request items by 9/16. I believe that those that are not claimed can be donated to other places.
- 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 won't be available until the fall to do the work. I have also sent Elaine an email asking for her vision of an acknowledgement. I haven't heard back yet.
- The Paula Green Memorial Tree is still waiting to be planted.

*Judith will follow up with Andrew Young and possibly some others who are willing to plant the tree, to try to accomplish this soon\.*

#### Director's Reports:

Financials: I will bring updated account totals to the meeting.

General Expenses:	\$ 19,915
Salaries:	\$ 50,524
Building:	\$ 13,881
State Aid:	\$ 9,085.37
Gift:	\$91,089.52
Revolving (Fines)	\$ 525.18
Revolving (Copier/Printing):	\$ 919.07

## Circulation & Attendance

	June 2022	July 2022	August 2022
CWMARS	2935	3085	2967
Overdrive	635	677	720
Kanopy (87 accounts)	53	47	46

Our patrons have made 66 accounts on Kanopy so far. (six added this month)

### ***State Reporting***

***Hannah described the required state reports: ARIS report which was recently submitted; Financial Report which will be due October 7***

***CW Mars is now requiring libraries to be fine-free.***

### **Summer Reading was Fabulous!**

- Giveaways - Thanks to the Friends of the Leverett Library for sponsoring the truly fabulous giveaway prizes. We also had additional prizes through the Western Massachusetts Library Advocates. We had over 350 entries by 141 participants!
  - Programs - included two online Libby trainings, a series of Scrabble afternoons (thanks to Gene for providing this last-minute addition), and Mah Jongg games which are now library-sponsored and ongoing.
  - Music on the Patio - This was a very successful program. Thank you to the musicians and Joan and Library Trustees for helping to make these concerts a success!  $\frac{3}{4}$  programs were outside on the beautiful patio on beautiful evenings. There were 20-35 people at each concert!
  - Cultural Council Support - The Leverett Cultural Council supported all five of the performances this summer. Several were grants awarded before or during the pandemic closures. One was awarded directly to the CNC who used our space for two concerts, one was awarded directly to the Happier Valley Comedy Show, and two were awarded to the library over different fiscal years. In addition the LCC sponsored the monthly STEAM projects that continued over the summer.

- The FoLL and the LCC make programming and outreach with our community work! Thank you so much.

*The Trustees are very pleased with summer programming - fantastic!*

	June 2022	July 2022	August 2022
Attendance	792	851	844
Programming	124	302	118

Library sponsored programs include:

- STEAM kits for kids thanks to a grant from the Leverett Cultural Council.
- Tai Chi and online Qigong thanks to resident volunteers.
- Ukelele Strum-Alongs - we are pausing this program for now.
- And now...Mah Jongg!

Staff & Volunteers

- We've had a great year working together. Sue and Jill bring a wealth of experience, a keen eye, and thoughtful ideas. Our town is fortunate.
- Our volunteer crew has been relatively stable. We now have seven volunteers and are filled up for the moment. They've all been so helpful and are great to work with.

Meetings & Programs

- The ROY G. BIV of local fungi is an outdoor exhibit by local artist, Annaliese Bischoff
- CNC StoryWalks continue after Annaliese's exhibit comes down on the 14<sup>th</sup>.
- Online Qigong and Tai Chi continue weekly.
- The Valley Society: Black Writers of the Pioneer Valley will have a reading here at the Library on Tuesday night, September 27<sup>th</sup>. Please come and spread the word!

Technology

- We will be replacing the printer at the front desk so it can be set up on our network for patrons to print directly from their devices.
- I plan to replace the old director's laptop (now a patron computer in the teen room) as it isn't useable by patrons. It is too slow and frustrating for most patrons.
- Next up: VOIP phone lines, backup for library computers.

Friends of the Leverett Library

*No news to report*

Old Business - *None*

Next Meeting: October 12th, 2022 at 7:00 p.m.

*Schedule for Taking Minutes:*

*September 14 Lisa*

*October 12 Seth*

*November 9 Judith*

*December 14 Rachel*

*January 11 Joan*

*February 8 Chris*

*Joan moved, Seth seconded, and we unanimously agreed to end the meeting at 9:06 pm.*

*Minutes submitted by Lisa Werner*