

**Library Trustee Meeting Agenda
February 10, 7:00pm, via Zoom (virtual)**

Present: Chris Condit, Lisa Werner, Rachel Flint, Elaine Barker, Georgie Schmid, Joan Godsey, Misha Storm, Library Director, Leah Larkey, representing Friends of the Leverett Library
Submitted by Chris Condit

Approval of December 9, 2020 minutes

Joan moved we accept the December minutes with minor amendments, Elaine seconded, all approved.

Rachel volunteered to do the minutes of the March meeting.

Director's reports

Financial - Current Funds Available:

Operating Budget: \$12,461.55

Salaries: \$27,895.33 (approx, amounts are not being posted by fill-in accountant)

Building: \$8,695.38

State Aid: \$3798 (no change) our State Aid accepted first installment is \$2227

Gift: \$93,662.14 (minus the \$91,124 bequest) = \$2,538.14

Revolving (Fines) \$354.43 (no change)

Revolving (Copier/Fax/Printing): \$885.07 (no change)

New account - code 5851 Library Geo Thermal - \$8000 (no change)

Dwight Maynard Account update: Any interest is meant to go into the general gift account at the end of each fiscal year. Misha plans to look for this deposit at the end of each fiscal year and will report on the amount.

We received our State Aid notification, but not yet the actual money. For this year, we will receive \$2227.90 for the first installment. Second installments have not yet been announced, but should be a similar amount.

Circulation

	January 2020	January 2021
CWMARS	2160	1606
Overdrive	365	515
Databases	-	343
RB Digital	-	12

Going up a little bit, compared to last few COVID months, Overdrive up bit from last year, Database up a bunch.

Programming

Recent

- Ukulele Strum-Along on February 8 had 23 people.
- January kits: 26 kids kits were taken out and 27 adult kits were taken out. The kids kit was a snowy landscape with sticks, paint, and cotton balls. The adult kit was a macrame and orange bird feeder. Kits were picked up from January 12-19.

- The January StoryWalk had 21 counted participants. The story was The Snowy Day by Ezra Jack Keats - a CNC loan. It was up from January 21-24. As usual, the Community Network for Children lent the story.
- Finding Easy Walks with Marjorie Turner Hollman had 40 attendees. 2 people signed up from Leverett. This was a LITW collaboration. Just to give some insight into how these collaborations are working: this one was paid for by Pelham Library, flyers and images were created by Misha, and a couple other libraries did various tasks such as creating the Facebook event. Each library is responsible for registering their own patrons. Insight into it: Pelham paid for it, we did the flyer adds, all libraries shared the Facebook work.
- The Mystery Book Club had 4 people in January. We discussed the Adventures of Sherlock Holmes.
- Mindful Movement and Meditation with Nancy Paglia has been going well. We are ranging from 7 to 10 participants per week.
- Online Qigong also is still going. Dvora hosts it twice a week and has about 10 people each time.

Upcoming

- Blind Date with a Book has been going since the 4th and runs through the 13th. Patrons fill out a form online asking what type of book they would like to have a "date" with. Misha picks out a book accordingly, and then patrons pick up the book along with tea, chocolate, and a heart bookmark. We have had 26 participants so far. Georgie fell in love with her blind date! It is going well, lots of delighted discussion about it!
- February kit pickup starts on the 16th and runs through the 23rd. The adult/teen Take and Make Kit is a yarn pom pom bunting. The kids Read and Craft Kit is a paper craft of the Mo Willems pigeon and a library book of Don't Let the Pigeon Drive the Bus.
- The Mystery Book Club will meet on February 25 to discuss Dusty J. Miller's Danger in the Air. Dusty will be joining us for our meeting. We've also had two more people sign up.
- Ukulele Strum-Along will continue monthly. The next one is March 8th.
- We have an online workshop called Declutter, Simplify, and Get Organized! with Marilyn Cruickshank. This is 6:30 on February 18th. It is a collaboration with a few of the LITW libraries so that we can share the cost. We have two more of them.
- We have a couple more weeks of Mindful Movement and Meditation classes with Nancy Paglia - the next two Mondays.
- And big news! Dennis is going to try Tai Chi on Zoom. Starting this Saturday, the 13th, Dennis will have a weekly class on Saturday mornings at 10:30. Misha will be doing all the technical work with Zoom. Dennis just has to show up and teach, so hopefully it will work out.
- Dr. Seuss' Birthday Month Gallery (March is his birthday). Misha will be inviting patrons to draw Seuss inspired pictures or to pick up a Seuss coloring sheet via curbside, and then drop off their creations at the library. Then starting March 1st, they will all be on display in the kid's room windows (facing out) so that people can come see them from outside. They will be on display for the month of March.
- Some programs to look forward to:
 - In March we will have a seed starting online class with Daniel Bensonoff, Sustainability Coordinator of Campus Gardens at UMASS. This will coincide with a seed swap via curbside.
 - The LITW Community Reads book was chosen. The group voted on Station Eleven by Emily St. John Mandel. The author will be doing a Zoom talk for us on April 27th, and as usually, there will be a list of other collaborations surrounding the themes of the book. Misha against that book, not thinking we needed a pandemic book at this time, but was outvoted on it, ;^0!

Curbside

Each week continues to be in the 80s or 90s for pickups, about the same as last month. Our lowest week in the last month was 82 and our highest was 99. We are averaging 5 readers' advisory requests a week, 1-2 reference requests, and 1-2 printing requests.

Misha has begun counting "things" that are going out. We are averaging 5-10 things per week. Most of these are puzzles, which are not cataloged and I'm not planning on cataloging them. She's working her way through rehousing games and kits so that they can go out for curbside more easily.

Budget

We had our budget hearing on February 2. It was uneventful. Thanks to those of you who were able to attend.

Just as a reminder, Misha asked for our operating budget for FY22 to be \$84,366. The majority of this small increase goes to materials. As she mentioned, Kanopy may be a good fit for Leverett. We would be able to sign up for pay-per-use at a rate of \$2 per use.

The Town annual budget hearing has been set for March 16th at 7 pm.

Misha did a nice job at our budget hearing with the Select Board last week, answering all of their numerous questions, except library capacity!

Opening Check In

While Misha doesn't think it is time to reopen for appointments quite yet, it is back on her mind as COVID numbers begin to drop. Libraries in the area are not yet opening. We shared numerous thoughts on it, as we continue to watch numbers and vaccine distribution. There was some discussion about local COVID conditions (UMass has a spike going on due to two super-spreader Frat parties), most of other numbers are down. We're watching and thinking it over for now.

Building/Grounds/Equipment

Solar: (See attached image for sites discussed, identified by number (e.g #1))

Chris reported on his two-hour-long Zoom conference with Beth Greenblatt and Margie last week in which the three of us talked through the problems with the various sites and various credit options for power generated. Critically, Beth does not have the expertise to use a solar pathfinder to evaluate the shading and solar gain for any of these sites. The library board, after a discussion about solar panel sites, and the issues surrounding, them did not favor the location (site #6) near the library on the south side of the playing fields, primarily because of the need to cut trees at the start of the Bill Rivers trail. They supported any of the 4 northern sites (sites #1 to #4), provided the power generated from them would be legally credited to the library budget. Because we want to move forward on having those panels operational as soon as possible, the board doesn't favor putting the panels on the Rec Committee's possible future pavilion (site #5), which itself, like site #6, may have solar limitations, with the need to cut trees on the east (Brushy Mtn) side.

The 4 supported sites include 2 parking canopies, (#1) one on the north side of the LES staff parking lot, with the second canopy site (#3) north of the Safety complex abutting the cinder block building; the cost of canopy mounted panels needs to be assessed relative to ground or roof mounted panels. Another site (#2) is on the roof of the highway department garage, and a fourth is on the slope just NW of the salt shed (#4, see attached image). Two other sites not supported by the Library Trustees, include sites #5 (future pavilion) and #6 [with E-W (not N-S) ground oriented solar trackers just north of the library].

Lisa moved that Chris be authorized to hire a consultant to assess the relative merits of the 4 northern solar sites (especially shading and thus the possible total solar gain) we've identified and

approximate costs for each site, types of solar panel options for each, and spend up to \$1000 in this effort, to be taken from the \$92K bequest. The motion was seconded by Joan, all voted in favor of it. Misha said "Send me the bill" when he finds the consultant.

Friends of Leverett Library report

Leah Larkey

Leah reports that the Friends were out of mugs and they hadn't chosen an artist for the next one yet. They have received good donations and memberships from folks new to town and want to make sure town folk know what the Friends are doing with their donations. To that end they like what Misha is doing by announcing gifts on the website such as the new book cart.

Old Business

None

New Business

Policy Updates

Misha proposed that we visit a different policy each month, starting with those that seem most pertinent or are the most outdated. This will also allow her a chance to transfer these policies to electronic copies. This month: Inclement Weather! She could not find an inclement weather policy anywhere - on the computer or a physical copy, so we are starting fresh.

Elaine moved and Rachel seconded that we approve the attached inclement weather policy as amended in this discussion.

We had a discussion about the two Library Board members up for election; Rachael is up and will run, Lisa is on the fence.

Next meeting

March 10, 2021 at 7:00pm - on zoom.