

**Library Trustee Meeting Minutes
June 9, 2021, 7:00pm, via Zoom (virtual)**

Present: Lisa Werner, Joan Godsey, Elaine Barker, Rachel Flint, Chris Condit, Georgie Schmid, Misha Storm, Library Director; Sue LaClair, Assistant Director; Leslie Fiset (representing Friends of the Leverett Library)

Approval of May 12, 2021 minutes

Joan made a motion to accept the May minutes, Lisa seconded, all in favor.

Director's reports

Financial - Current Funds Available:

Operating Budget: \$1,563.92

Salaries: \$8,874.28

Building: \$1,007.00

State Aid: \$8,288.08

Gift: \$91,540.39 (minus the \$91,124 bequest) = \$416.39, (Misha used money from the account which will be replenished with grant money.)

Revolving (Fines) \$399.90 (an increase)

Revolving (Copier/Fax/Printing): \$919.07(an increase)

Code 5851 Libr Geo Therma - This \$8000 is indeed not ours to keep. It was put aside for repairs, but then those repairs were mistakenly paid from the building account, which didn't have enough in it, so the previous accountant covered them out of town funds. This being taken from our building account does not mean we should get it back - the building account is not a revolving account, so does not transfer to the next fiscal year.

Circulation

	May 2020	May 2021
CWMARS	11	989
Overdrive	482	525
Databases	-	
RB Digital	-	7

We've now hit a year of being closed, so the 2020 comparison has changed. In April 2019, we had 1884 item circulations.

This will be the last of the RB Digital statistics since it is now rolled into our Overdrive account.

Programming

Recent

- May craft kits: We had 11 people pick up a Take and Make Kit for Adults/Teens and 20 people picked up Read and Craft Kits for kids. The adults/teens made a paper watermelon coaster. The kids read Monarch Butterfly by Gail Gibbons and made a clothespin butterfly.
- Our Mystery Book Club met on May 27. We had 7 attendees and we read Maisie Dobbs by Jacqueline Winspear.
- Our May StoryWalk was Over in the Forest. It was up from May 26-31. I counted 15 attendees.
- Our May Ukulele Strum Along had 24 attendees.
- We had a Birding Workshop on May 21 at 8:00am. 11 people attended. Laura Beltran from Mass Audubon did a great job. Adults and kids attended.
- We have had our Drawing from Nature class for kids with Julie Lapping Rivera the past two Saturdays at 2:00. We have one more class this coming Saturday. 8 kids, ages 8-12, have been attending.
- We have had two story times with the CNC. Gillian and Helene take care of the details. The first week was May 19th. We had 8 families. June 2nd we had 5 families. After the outdoor story time, the kids came to the front door to check out books.
- Tai Chi has been going well. We have anywhere from 5 to 12 participants each week. Just one or two people join online, and everyone else is happy outside.
- Qigong is ongoing and has 10ish participants each week.

Upcoming

- Our Ukulele Strum-Alongs will continue through the summer. We have one on June 14th, July 12th, and August 9th. These are truly hands off. I've advertised all the summer dates in one flyer and have them all on Facebook/calendar. So we just need to pay the invoices as they happen. Julie Stepanek does all the contact with participants.
- On June 16th we have our last story time with the CNC. Gillian wasn't planning on doing them in July anyways. They may start up again when the new director is here.
- Starting June 15th, we will provide a take-away kit for the Summer Reading Program with a bingo card, reading suggestions, a reading tracker, and small prizes. There is no "sign-up." People just pick up a kit and then as they complete challenges and track their reading, they are invited to come back to the library for a prize. The bin of prizes will be ready for Sue and Jill to just let the patrons pick though.
- Our Summer Kick-off outdoor concert has been moved to Thursday, June 17 at 5:30 to avoid having non-related programming on Juneteenth. Families are invited to come with a blanket and food for a picnic.
- Tai Chi will continue, outside only. There were questions about using inside as a backup, but I think this makes life more complicated for Sue. If she lets Tai Chi in for a program, then she can no longer say that we simply aren't having indoor programming until the fall, which is what we have been saying all along. I will ask a member of the Tai Chi group to take over communications.
- Gillian from CNC will continue to set up StoryWalks each month and advertise them through her venues. She does not need any assistance with this.

Opening/Curbside Check In

We are now open Tuesdays and Thursdays from 3:00-6:00 and Saturdays from 10:00-3:00. It has been going well, and we have been busy! People do seem to be happy to switch from curbside. On Saturday, only 2 people chose curbside over walking in. There are a few that still want that option, so we will keep curbside going.

We had 29 people come in last Thursday. 43 people came in on Saturday. We have had just a couple incidents with people not wearing a mask. The fact that we are saying the Leverett Board of Health is requiring it helps a lot.

It is important to remember that yes, some people are choosing not to be vaccinated and will not be. We have lots of children in the building, and they are not yet able to be vaccinated. Masks for all seem to be the right choice for now. The BoH let Misha know that that's the plan for the summer.

Volunteers

Misha let the volunteers know that she is leaving, and that they should plan to take the summer off. Sue has 1 or 2 volunteers that she will ask to come back if shelving becomes too much.

Staffing

New director position;

Lisa met with Margie (who was sympathetic) about the loss of another director and the thoughts and planning of the Board of Trustees going forward. Margie and the Select Board understand that we are thinking this through carefully.

We are grateful to Misha for her offer of a few summer hours for which she will be paid.

We will present a plan to the Personnel Board on Tuesday, June 15, at 7. Lisa will send a link to the online meeting. This plan will include the following options: a cut in library open hours, decrease in programming, and no decrease in current budget. The hours for staff: 25 Director, 17 Assistant Director (Sue), and 10 for a Library Assistant (Jill Palmer).

Wednesdays could be dedicated to administrative duties (Misha?)

Jill can manage the circulation desk alone due to her experience. We want her for the summer and perhaps an extension.

An applicant should have or be in the process of obtaining an MLS certification within a year.

Misha will fine tune the job description and send it to Lisa. Lisa will review and send it to Trustees for comments or corrections by Saturday morning.

Lisa asked Sue if there was anything she needed. Sue requested that she be on the hiring committee.

The Search Committee will consist of Lisa, Chris, Sue, and a community member. Joan volunteered if needed. Leslie Fisette said she would be willing but will also reach out to friends who may be interested.

Misha informed the community of her resignation on the library website. The trustees could write something for the next Leverett newsletter.

Search plans

Transition period between directors

- Our MA organizations, MBLC, MLS, and CWMARS do require an interim director be listed. Misha will be listed as "part-time interim director" - this shouldn't actually change any amount of work that she agreed to do. It just labels someone for their records.

Building/Grounds/Equipment

Chris Condit met with John K. John may be stepping down and Matt Boucher would be taking over his duties. Chris will send him a link to scanned documents. Chris will also send an email to Diane Crowe asking what we need to do. We need design plans from the Director of the Recreation Committee to make sure the design meets engineering qualifications for solar. Chris will talk to Richard Nathurst about the necessary roof engineering standards. Bottom line - all power is credited to the Library.

Mural

Questions about the mural can be sent to Joan.

Judith Inglese did receive funds and is supposed to present a plan for the mural. We need to see the plan.

Friends of Leverett Library report

Leslie Fiset reported that Julie Collier will be the presenter at the Friends Annual Meeting. The new mug will feature a kestrel drawing by Julie.

New Business

Music on the Patio

Current schedule:

July 8 - Beth Raffeld

July 15 - Danse Cafe

July 22 - Bruce Colegrove

July 29 - Juggler Meadow String Band

August 5 - Masala Jazz

August 12 - Little House Blues

August 19 - Box Shop Blues

August 26 - Sawzaphonic

September 2 - Dennis

Important: After careful deliberation the Trustees sadly decided to cancel their responsibility for this summer series due to complications and supervision.

Leverett Pond Update

Because we will be open fewer hours, we do not have the capacity to be responsible for the keys to kayak rentals. The Recreation Committee will continue to be in charge.

Juneteenth Holiday

Although many municipalities are closed for this new holiday as well as Veteran's Day, the Trustees felt it was more fitting to remain open and accessible to all.

Georgie made the motion to adjourn at 8:50. Lisa seconded. All in favor.

Next meeting

September 8, 2021

