

Library Trustee Meeting Minutes  
Wednesday, September 11, 2024 at 7:00 p.m.  
At the Leverett Library: Submitted by Chris Condit

In attendance at Library: Hannah Paessel, Library Director; Trustees: Joan Godsey, Lisa Werner, Rachel Flint, Judith Davidov, Chris Condit; Friends Rep: Georgie Schmid

Approval of July 10<sup>th</sup> meeting minutes:

Chris moves to accept minutes, Joan seconded, all voted yes; accepted.

Trustee Business:

Schedule of upcoming notetakers:

Sept 11 Chris

Oct 9 Joan

Nov 13 Lisa

Dec 11<sup>th</sup> Rachel

Jan 8<sup>th</sup> Seth

Feb 12 Judith

Grounds Project committee- (now renamed Pocket Park) Considering three engineering quotes:

Berkshire Design Group, ProTerra Design Group (less expensive), and Tighe & Bond (expensive).

Discussed with working group Wayne, Will, Matt, and Margie.

Recommendation: Berkshire Design Group (<\$20K) can be ready for a spring start

Hannah summarized the Group's Project's findings behind our recommendation

Discussed needing low level lights on bridge, railings (see attached note), and to ask recommendations on path material (asphalt, cement, or asphalt matt).

If the timing all works out we may be able to roll right into construction next summer

Joan moves we enthusiastically support the Grounds Project committee's selection of Berkshire Design Group (<~\$20K) and that we use whatever funds we need to support it be obtained from the van Steenberg Bequest to fund this engineering design (that is all the component tasks listed in their bid).

Rachel seconds the motion; all vote yes.

Updates:

Grounds Project

- Wetland and ConCom:
  - Ward Smith (wetlands) reviewed the site and sent us a report.
  - Eva Gibavic offered to map the wetland flags onto GPS maps and obtained the in-field measurements from the flagged locations.
  - With this info, we submitted a Request for Determination (RFD) to the ConCom
  - This ConCom RFD hearing will be held Monday 9/23 @ 7:00 PM (at Townhall).
- Submitted a Mass Office on Disabilities (MOD) grant for partial project funding.
- Abutter and stakeholder focus groups were successful with a total of 25 people attending. We are collecting written comments in the library as well.
- CPC Grant in progress (Danielle Barshak, chair) - due Oct 1<sup>st</sup> - need to ask for support letters from LES, Rec Committee, 8 year old \$1.41 donor, neighbors + ?

Grants

- DOER! (Success - Hooray!) - ~\$29K) to replace and enhance the insulation in the library building.
- MicroGrant (Nope - Boo)
- MOD (Mass Office on Disabilities) waiting - for partial funding for the pocket park
- Cultural Council (preparing) - for program funding for next year.

Building

- Siding repaired
- new windows coming
- gutters to be installed with rain barrels during the week of Sept. 16th
- A/V had a faulty wire, fixed!

Annual State Reports:

- ARIS ([attached](#)) - Hannah summarized.
- Financial Report (used by them to qualify for state support) - Hannah lead the discussion through all the items in the report, and Lisa signed it.

Results of MBLCs Legislative Agenda

Other

FRIENDS REPORT (Georgie)

Last meeting was June 5<sup>th</sup> donation for programs and summer reading program was \$2700 from friends, their new fundraising bags are available at library (for \$20) design by Laurie Lynn Hoffer).

AV equipment was repaired at no cost. Friends increase yearly payment to Dawn to \$3K (bulk pay, she also uses it for supplies she uses - clearly a work of love!).

Annual Meeting Sat. Oct 26th 1 PM Speaker Marla Miller, Assoc. Dean UMass - women in the Valley

New Pass for the Mount, renewed other passes e.g. Deerfield, New Salem, etc.

Groups who performed for Music on the Patio were paid \$100, and were appreciative.

Director's Reports:

Financials: 17% through the year.

| Account                  | Appropriation | Amount remaining | %   |
|--------------------------|---------------|------------------|-----|
| General Expenses         | \$33,894      | \$25,585         | 25% |
| Wages                    | \$85,511      | \$70,460         | 18% |
| Building                 | \$23,870      | \$19,845         | 17% |
| State Aid                | n/a           | \$20,170         |     |
| Gift                     | n/a           | \$90,592         |     |
| Revolving - Fines        | n/a           | \$556            |     |
| Revolving - Printing/Use | n/a           | \$952            |     |

Circulation & Attendance:

|                | June, July, August 2024 | June, July, August 2024 |
|----------------|-------------------------|-------------------------|
| CWMARS - circs | 7,864                   | 7,948                   |
| Overdrive      | 2,054                   | 2,335                   |

|         |     |     |
|---------|-----|-----|
|         |     |     |
| Kanopy  | 279 | 627 |
| Craftsy | 1   | 3   |

NOT UPDATED!!

|             |                       |                       |
|-------------|-----------------------|-----------------------|
|             | June/July/August 2023 | June/July/August 2024 |
| Attendance  | 893 (JULY), 1058 Aug. | 918 July,             |
| Programming | 411 (JULY), 602 Aug,  | 395 JULY              |

Staff & Volunteers:

- Elena has joined the library staff and we are delighted to have her. She:
  - Conducted surveys about programming needs in community
  - Hannah lead a lively discussion about the results of her programs survey
  - Provided 5 Playgroups while CNC was on break.
  - Enacted Hannahs Smokey Bear passive program
  - Is planning programs for the months ahead.
  - Is planning LCC grants for next years' programs
  - Elena has been planning lots of other new programs, announcements about them will go out over the next few weeks.
- Our volunteer shifts are all full again. We are so thankful for our volunteers!
- Sue has continued to catalog items as they come in and update spine labels. Progress!
- In addition to Jill's work at the front desk, she makes sure that our hold shelves and delivery items are where they are supposed to be. She's also started sending lost and found notices to Leverett Connects.

Meetings & Programs:

- Summer Reading was a success! Thanks to the FoLL, musicians, and Trustees for making it memorable. We had 135 people participate in our giveaways and many very happy winners.
- 10 Music on the Patio concerts were wonderful and well appreciated. Thanks to the FoLL for providing a stipend to them for the first time! BIG kudos to Joan Godsey for 10 years of organizing and coordinating the programs. We had two outdoor concerts that were delightful (the inside ones were too.)
- We offered diffraction glasses and travel compasses for kids.
- The quilt reception was a non-library sponsored programs.

Technology:

- Kids computer is next to be replaced, will do it with state aid money. Looking at touch screen computer for accessibility.

Other:

Friends of the Leverett Library

Old Business

We just plumb quit at 8:45 PM.

Next Meeting: October 9<sup>th</sup> at 7:00 p.m.