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Library Trustee Meeting

Wednesday, May 8th, 2024 at 7:00 p.m.

At the Leverett Library

Present: Hannah Paessel (Director), Chris Condit, Judith Davidov, Rachel Flint, Joan Godsey, Seth Seeger, Lisa Werner (Trustees), Gerry McFarland (Library Friends representative)

Approval of April 10th meeting minutes: Seth made a motion to approve, Joan seconded, motion unanimously approved.

Trustee Business:

- Lisa Werner and Chris Condit were re-elected as chair and vice chair respectively.
- Trustees Joan Godsey and Lisa Werner will attend the COA meeting for purposes of information gathering.
- 250th Parade: The Friends will use Gerry's truck, decorated with a banner, as the library's way of participating in this Leverett 250 event. We decided to close the library during parade time (10:00 to noon) to allow staff to attend the parade, and then open late on July 6.

Review Project Manager Quotes (see 2 attachments)

- There was discussion about proposals submitted by Plan Sustain and by Dodson & Flinker, Landscape Architects. Although we are required to take the lesser of the two quotes, they are different enough in nature to make comparison difficult. In general, trustees felt that Plan Sustain could better meet our needs, although there was agreement that we might ask Dodson & Flinker to do only the professional schematic plan they propose and then hire Plan Sustain to manage the rest of the project. We especially liked that Plan Sustain would facilitate neighborhood and stakeholder focus groups and CPC grant writing. Hannah is going to synthesize our conversation of May 8, have further communications with each of the principals, and then the group will have a zoom meeting to learn the results of Hannah's communications and make a recommendation.
- Yes, under \$10,000 can be used from the bequest we have for the purpose of hiring a project manager.

Updates:

Grounds:

- Parking lot paving will take place sometime in May/June. It will take 3 days, not necessarily on days when the library is not open, so the library might have to close some of that time.
- Update: Tighe & Bond's proposal and itemized quote: yes, we can use the older site survey, which will save \$8,000.
- Front garden readjustment by NE Greenscape has been completed at no charge.

Building:

- Energy Audit
 - Library - Insulating attic space and air sealing ducts: Margie is writing a Green Communities grant for this.
 - Expected Energy Savings: 7,760 kWh/year
 - Does not address lack of ventilation or UV lights
- AV Community Room: intermittent audio and projector outages
 - looking into repairs (or replacement - system is 10+ years old)
 - Have one opinion, getting 2 more this week
- toilet repair - Will is to repair leaks
- siding repair - waiting for work to get started
- carpet cleaning - waiting for a quote
- bathroom ventilation - ready to schedule
- gutter work after July

State Aid: 2nd disbursement of awards \$3,016. Total award this year was: \$5,996.19

Grants:

- Hannah is applying for a DEP micro-grant to increase our "Library of Things" (e.g., telescope, DVD player, gaming devices) and for three rain barrels to be installed with new gutters. Grant could be up to \$10,000.
- Margie is applying for Green Communities grant for insulation and air sealing.

Director's Reports:

Financials: 82% through the year

Account	Appropriation	Amount remaining	%
General Expenses	\$29,142	\$5,557	81%
Wages	\$65,770	\$10,059	85%
Building	\$23,870	\$8,983	62%
State Aid	n/a	\$20,950	
Gift	n/a	\$93,086	
Revolving - Fines	n/a	\$525	
Revolving - Printing/other	n/a	\$946	

Circulation & Attendance:

	April 2023	April 2024
CWMARS	2,306	2,704
Overdrive	654	723
Kanopy	111	173
Craftsy	0	0

	April 2023	April 2024
Attendance	778	972
Programming	316 / 14 (non-library)	341/ 101 (non-lib) / 500

Staff & Volunteers:

- Hannah will be posting Programming Librarian position ASAP. She plans to take time to get an ideal person in the job.
- Hannah has just finished her spring class. Three more to go. She will graduate in one year.

Meetings & Programs:

- Prepping Summer Reading Program handout
- We offered samples of dill and mini fliers for kids.
- Non-library sponsored programs were: 2 presentations of Eva Gibavac's talk; a private parents workshop; the Planning Board with a Comprehensive Plan Q & A.
- John Green's Photography talk was funded by the LCC. The CNC offered regular playgroups and two special groups: a Tinker Playgroup and Snails program with the Hitchcock Center.
- There was a discussion about honoraria for musicians who perform for the Music on the Patio series in summer. The Friends have generously donated \$100 for each group. One group wanted more, as one of their musicians travels from New York, but the group was unanimous in deciding that the fee should be the same for each group.

Technology:

- Hank is coming at the end of this month to get 2 new patron computers up and running.
- Also a public use scanner.
- Considering getting a fax machine—for outgoing use only.

Other:

Friends of the Leverett Library

Gerry reported that a tote bag is in the works, as their new fundraising project.

Seth moved to adjourn the meeting; Joan seconded

Next Meeting: June 12th at 7:00 p.m.