

**Library Trustee Meeting Agenda**  
**October 14, 2020, 7:00pm, via Zoom (virtual)**

**Present:**

Misha Storm, (Library Director)

Lisa Warner, Joan Godsey, Georgie Schmid, Christopher Condit, Rachel Flint, Elaine Barker (Board of Trustees)

Leslie Fiset, (Representative of the Friends of the Library)

**Approval of September 9, 2020 minutes**

EB made a motion to accept minutes. JG seconded the motion. The motion passed and the minutes were approved.

***Director's reports***

**Financial:**

Financial - Current Funds Available:

Operating Budget: \$16,214.23

Salaries: \$44,731.42

Building: \$10,969.69

State Aid: \$3798

Gift: \$93,189 (minus the \$91,124 bequest) = \$2065

Revolving (Fines) \$280.49

Revolving (Copier/Fax/Printing): \$849.07

New account - code 5851 Libr Geo Therma - \$8000

One or two people a week are using the copier at the library, free of charge. From Town Meeting, we now have our own account with \$8,000 in it, "Library Geothermal Maintenance" money set aside for geothermal.

**Circulation:**

	September 2019	September 2020
CWMARS	1740	812
Overdrive	384	449
Databases	-	80

While compared to last year, our CWMARS circ stats are dismal, they are growing each month. June 2020 was 377; July 2020 was 473; August 2020 was 599

See attached. A recent slow rise in use of overdrive. Many fewer circulations than last September, due to Covid. Rising figures over time of Covid, however.

### **Programming:**

September 29, We had over 80 people. We had Archer Mayor and 3 other authors. Lots of good feedback. It was on Zoom and a collaboration with Library in the Woods.

Tai Chi outside in the parking lot. 5-7 people each week. Can continue until too cold

Ukelele nights started up through zoom. The first one was Monday night and we had 19. Second Monday of the month.

Take away kits by MS. 18 adults/teens and 13 kids have signed up so far. The adults are making leaf print tea towels. The kids are making crafts with picture books. MS will do this every month, one for adults, one for kids.

A Story walk on the trail has been planned for Halloween with pick up treat bags at the door for after. A book is club starting with *And Then There Were None*, by Agatha Christie. Books, audiobooks, and large print books are available at the library. There will be a zoom discussion in November.

December 6, Jade, an herbalist, will run a Firecider workshop. Kits will be picked up and participants will make it along with a zoom presentation.( Collaboration with Shutesbury with a grant.)

### **Continued operations during closure (curbside)**

We began keeping weekly statistics on September 21. The number of patrons pickups rises every week. The week of the 21st we had 57. Last week we had 76.

We are also provided curbside printing. We have about 1-2 a week.

Our Readers Advisory counts are also going up. The week of September 21 we had 2. Last week we had 9. This has been especially helpful for parents.

Weeding, rearranging, collection development are ongoing. Toys have been put away in preparation for reopening, general communication is ongoing, reports have been getting completed.

### **Plan for reopening:**

The trustees noted that MS has developed a very thorough plan for a partial reopening of the library for browsing by appointment only. In between appointment times, during cleaning intervals, there will be a wipedown of counters, doorknobs, computers. A suggestion was made to make it clear for a second time in the reopening materials that children under 2 will be required to wear a mask. The Friends of the Library bought masks for the library, and have another hundred to give. The reopening for appointments plan was sent to the board of health, MS has not yet heard back from them. She would like to have a confirmation that they are OK with the plan. JG will call the BOH and inquire. LW suggested adding a statement for people to stay home from their appointment if they are not feeling well. JG suggested appointments get started late in the week for the first week, and to add more days on slowly, in subsequent weeks. MS hopes to start appointments on Thursday, November 5.

### **Status of volunteers:**

MS would like to have a few volunteers. Sue and MS could use help. They are considering asking Terry to come back, she is very willing. She might come back during non-appointment times for shelving.

### ***Building/Grounds/Equipment***

**Solar panel update:** CC went to select board meeting at same time as Archer Mayor was on. The select board voted to support the library going with the solar panels. They voted to support it. There was a comment about safety and possibly building a fence around the panels. We don't know how high they will be off the ground, possibly 6 feet. We will be under the 21 foot top. The flooding shouldn't affect the panels.

Discussion followed about being the library being proactive and reaching out to people on the recreation board about the plan for the solar panels. We should give them information, offer to move the back stop and ask if they have any concerns.

The bids for the project are coming in on Friday afternoon (of this week).

#### **VOIP phone update:**

The town is paying the installation fees for all of the buildings and our phone bill will go down about \$10 per month. It will be possible for Misha to check the voicemail from home.

#### **Ventilation/etc for reopening:**

This is not a concern for reopening for appointments, but a general reopening will require consideration about the ventilation. Jamrog came out to assess what we needed, we haven't yet received a report of recommendations.

#### ***Friends of Leverett Library report***

##### **Leslie Fiset**

Last meeting was on September 23, the next meeting is on October 29. The basket auction will proceed. The intention is to have them photographed and up online on November 1st. Bids will be taken online. The auction will run from November 1 until about December 8.

There will be a fall membership drive, but there will not be a fall annual meeting. Hopefully an annual meeting will be held in the Spring. There will be a matching grant project. The donor wants to put the money in the endowment fund. Some items the Friends have been thinking about purchasing with gift money include an outdoor storage shed (tables and chairs and a place to store them) or a bigger, larger PA system that goes through the whole library.

The annual mugs were made, but they haven't been sold. One suggestion is to give mugs to significant townspeople and others (volunteers, etc) as gifts at the holidays.

#### ***Old Business***

##### **Art Donation Policy**

Discussion about this has been tabled until the next meeting

##### **Public Art Project**

Judith Inglese has proposed to create and install a 5 X 7 foot ceramic mural of the history of Leverett (in celebration of the 250th anniversary of the town. It is proposed to be mounted on the outside wall between the community room and the foyer. The chosen place is problematic because of ice dams that will form. It would be better to locate it at a different spot, perhaps in the garden, facing the patio, or perhaps at another building, such as the school. John Kusick should be asked about where the work would be best located. Maintenance and installation also need to be thoroughly discussed. Misha will discuss the proposal with John. There may be applicable town policy as well.

Judith Inglese is intending to write a grant to pay for the materials. Cultural grants are due November 15.

LW moved that we close the meeting at 8:17pm. JG seconded. Motion passed.

**Next meeting**

November 11, 2020 at 7:00pm - on zoom

**Respectfully Submitted by Rachel Flint**