

Library Board of Trustees' Meeting

March 3, 2025

Present: Carol Kelley, Peg Bodine, Diane Buzzell, Dave Maher, Lia Tulip, Tom Skowron

Remote: Harbour Fraser Hodder

Absent: Ashley Place

Meeting called to order: 6:00 p.m.

A motion was made, seconded, and approved to accept the minutes of February 3, 2025, Monthly Library Board Meeting.

A motion was made, seconded, and approved to accept the minutes of February 10, 2025, Special Library Board Meeting.

Librarian's Report

March 3, 2025

Circulation:

	2024	2025
February 2024 All Items circulated from this library	1830	1464
NB Items circulated	1705	1394
Checkouts Overdrive	664	668

WIRELESS STATISTICS:

TOTAL UNIQUE CLIENTS 89

AVERAGE # OF CLIENTS PER DAY 9

AVERAGE USAGE PER CLIENT 879.1 MB

NUMBER OF CLIENTS TO REQUEST PAGE 71

NUMBER OF CLIENTS GRANTED ACCESS 56

Financial Report:

<u>Account</u>	11/25/24	12/23/24	1/20/24	2/28/25
Balances as of:				
Salary Account	58,992.93	53,626.58	48,532.10	37,349.49
Library Expense Acct.	19,338.17	16,923.54	16,195.77	10,553.74
State Grant	416.27	6,295.37	4,515.95	1,353.14
Gift Account	506.97	5,896.97	5,737.07	5,497.30
	970.75 (Salem Bequest)	970.75 (Salem Bequest)	970.75 (Salem Bequest)	970.75 (Salem Bequest)
Child Book Gift	625.29	625.29	625.29	625.29
Trust Funds (expendable)	14,595.48	14,595.48	14,095.48	13,689.23

February Activities and Programming:

7 people attended the Craft Night for Adults, led by Brianna. Participants painted wine glasses.

The Movie Discussion group planned to discuss *Me Before You* (2016). There were no attendees.

The Book Club discussed *The Revolutionary: Samuel Adams* by Stacy Schiff on February 25, via hybrid format.

Storytime was hosted three times this month, with a total attendance of 25 children and adults. Art Club had two meetings this month with 2 participants. No one attended scheduled Thursday LEGO Club, but the LEGOs were used outside of this time, throughout the month.

Community Connections held their programs twice on Wednesday mornings in February, always with a great turnout. This program continues to be well attended and Community Connections programs are scheduled again for March.

The small tabletop gaming group continues to meet and hold weekly Thursday meetings in the YA room.

Other News:

The ad hoc 130th Committee met on February 24 to discuss further programming. Programs up to May 2025 were decided upon.

The Friends of the Library held a book sale in the library February 18-March 4.

Gabby's last day will be March 25th.

The position of Assistant Librarian was posted to the MBLC website, Indeed and LinkedIn. 53 people applied, 5 were contacted for a telephone interview and 4 will be interviewed in person this week. The anticipated start date of the new Assistant Librarian is March 12th, to overlap with Gabby by two weeks for training.

Coming events:

Wednesday, March 5 at 10AM: Community Connections Bee Ready (Pre-school program)

Thursday, March 6 at 5PM: Watercolor Workshop with Deb Kirk

Saturday, March 8 at 10AM: A Celtic Celebration: Songs and Stories with Davis Bates

Wednesday March 12 at 10AM: Community Connections Bee Ready (Pre-school program)

Thursday, March 13 at 5PM: Watercolor Workshop with Deb Kirk

Wednesday March 19 at 10AM: Community Connections Bee Ready (Pre-school program)

Thursday, March 20 at 6PM: Craft Night for Adults will feature Tote Bag Painting, led by Gabby.

Tuesday, March 25 at 7PM: Book Group: *The Snows of Kilimanjaro and Other Stories* by Ernest Hemingway

Wednesday March 26 at 10AM: Community Connections Bee Ready (Pre-school program)

Thursday, March 27 at 6PM: Movie Discussion Group: *Leap Year* (2010)

Building Maintenance:

No major leaks/puddles were recorded in February, although the children's room electrical closet continues to drip during heavy storms.

February 10th, Deputy Chief Keith Marshall of the Fire Department conducted a Safety Inspection of the Library.

February 13th, Colby Fire Protection conducted a fire extinguisher inspection and replaced four of them.

February 18th, MassSave conducted an energy audit of the building and provided information on updating the lighting fixtures to LEDs.

February 19th, renovations on the lower level began to remediate the mold damage from last year's water heater leak. Estimated project completion time is 6-8 weeks.

The library's HVAC contract with Renaud is up. I have begun investigating alternative companies for these services.

Respectfully submitted,
Lia Tulip, Director

Old Business:

FY25/FY26 Budgets: Because the interim youth service librarian was the only paid staff member for three weeks, and because the library has been without a director for seven months, and because the library continues to be understaffed, there is an overage in the salary account of almost \$10,000. The board will inquire about transferring up to \$10,000 from the salary account to a building maintenance/repair account at the special town meeting in May.

Capital Improvement Committee: The Capital Improvement Committee is not convinced that an envelope study of the library is necessary. They felt that in 2019 there was an envelope study done of the library which resulted in \$63,000 spent on repairs to the building. The library board feels that in 2019 there was not an envelope study done. In 2019 only one side of the building was addressed and the roof was not part of the project. The library continues to have water issues. There is water leakage in the electrical closet which presents a safety issue. The library chair will attend the next Finance Committee meeting. One question to be asked is could the \$10,000 in salary overage be applied to the library's envelope study. A board member and the Library Director will contact James Russo of SOCOTEC to discuss the envelope study.

Lower -Level Restoration and MIA Insurance: The board is pleased with the restoration progress of the lower level. The groups working on the lower level are meticulous and organized. To date no asbestos has been found. The HVAC vents will be cleaned to ensure there is no mold contamination. Communication with the restoration team is excellent and they have kept the Fire Department and Building Inspector informed.

Trust Fund Review: The decrease in the Library's Trust Fund reflects the final payment to BiblioTemps for the search for the Library Director. The state grant decreased because of purchases of materials. There will be another state grant allocated to the library.

Renaud Site Visit of January 8th: Renaud is owed \$1234.01. A combination of building maintenance and purchase sources could be used to pay the bill. As stated in the Librarian's report, Renaud's contract with the library is up shortly. The director is investigating alternative companies.

Proposed Trustee/Friends fundraising for LED lighting: The Friends of the Library have offered to donate up to \$12,000 for upgraded light fixtures. A discussion was held about establishing a Go Fund Me page as well as soliciting local businesses to support upgrading the lights. More clarity will be obtained at the next Friends Meeting.

Ad Hoc 130th Birthday Update: This was addressed in the Librarian's Report. A table at Mayfest will be the Birthday finale. Diane was thanked for all her hard work.

Update on Assistant Librarian Search: This was addressed in the Librarian's Report

Library Director's Contract: A motion was made, seconded and approved to offer the library director's contract to Lia Tulip. The contract was signed by the Board of Trustees and Lia.

Correction of Motions:

Background- The former Library Director purchased the new emergency door for \$3,490 out of the library's budget. ARPA funds paid \$2,400 for the installation of the door. There is no need to use trust funds for this project.

- 1. A motion was made, seconded and approved to rescind the motion relating to the use of trust funds to cover the cost of replacing the exit emergency door on the lower level, which was adopted at our meeting on September 9, 2024.**
- 2. A motion was made, seconded and approved to amend the motion made on December 2, 2024, of accepting the minutes of November 7, 2024, by stating that ARPA funds, not Trust Funds, were used to pay for the installation of the emergency door on the lower level.**

Background-The proposal included a full day's wages for two technicians, including one who traveled from NH. Neither worker stayed longer than three hours. The worker from NH left before 10AM but was guaranteed a 4-hour minimum. The bill was corrected to \$1,234.01.

- 3. A motion was made, seconded and approved to rescind the motion made on December 2, 2024, relating to the use of Trust Funds to pay \$3,019 to update the Johnson Controls NAE.**

New Business:

Keys to the Building: The keys to the building were discussed, who still has keys and who has returned keys. A key was lent to the contractors working on the lower-level key because they arrive at 8 AM to begin work.

Confidentiality Policy Review/Procedure on Library Website: Amending any policy is timely and could take up to 3 months. Lia suggested that there be a procedural page on the library's website. A patron wanted to renew a library card; the procedural page would have clearly listed the steps to renew a card. **A motion was made, seconded and approved for the Library Director to establish a procedural page for patrons on the library's website and to keep the confidentiality policy as written.**

Fax Policy: Currently, the cost of faxing from the library is \$3.00 for the first page and \$1.00 per page after that. The money collected, which is about \$30.00 per month, goes back to the town. Most libraries provide this service for free. **A motion was made seconded and approved to provide the fax service at the library without charge. If the patron wishes, the patron may donate to the Friends of the Library.** Lia will write a letter to the Board of Selectmen informing them of this change.

A motion was made seconded and approved to adjourn the meeting at 7:25PM.

The next meeting is scheduled for April 7, 2025 at 6:00PM

Respectfully submitted,
Carol Kelley
Secretary