

Library Trustees' Meeting February 3, 2025

Present: Peg Bodine, Diane Buzzell, Carol Kelley, Lia Tulip, Brianna Lamb, Dave Maher, Tom Skowron, Bill King (Finance Committee)

Remote: Ashley Place

Absent: Harbour Fraser Hodder

The meeting was called to order at 6:00 PM.

The Library Board of Trustees welcomed Lia Tulip as our new Library Director.

Reminder from the Town Clerk: The town boards received a reminder from the town clerk about “reply all” on emails. The town clerk stated that, “Responding to an informational email with “reply all” is technically deliberating on the email. If a communication involves a quorum of your committee, any back and forth is considered a deliberation” The town clerk mentioned that she has been seeing a lot of reply all emails lately on committees she participates in so she is sure it is not an isolated occurrence.

Capital Improvement Committee and Building Issues: The roof at the Haston Public Library has been an issue for years. An itemization of the work done in the past for \$65,000 was requested. Funding for the improvements to be done to the library needs to be investigated. In 2001, the library received a grant from the MBLC for \$1.5 million. The MBLC only awards grants to the same library every 30 years. Therefore, the Haston Library would not be eligible for another grant from the MBLC until 2031. Mass Cultural Council Facility Fund offers matching grants that will open up in the fall of 2025.

Before any work can be done to repair issues with the building, it is imperative to know what is exactly wrong with the building. An envelope diagnostic of the building needs to be done.

In the past town administrator, Mike Szlosek has worked with James Russo of SOCOTEC specializing in building envelope forensics. After meeting with Mike Szlosek and Peg Bodine, Mr. Russo submitted a proposal for a diagnostic of the building for \$18,700. Tom Skowron said that the proposal did not include money for a lift and a contractor who would collaborate with the consultant. This would make the cost of a diagnostic more in the \$21,000 range.

Tom did find the blueprints for the library. There is now a set of blueprints at the library and in the town offices. **A motion was made, seconded, and approved to partially fund the consultant for a diagnostic study of the library with Haston Library Trust Funds.** Again, it was reiterated that the cost for the work needed to be done on the library cannot be obtained unless one knows specifically what work needs to be done.

Peg will go to the next Friends of the Library Meeting to request money to be used for the diagnostic study. The town’s Capital Improvement Committee has already prioritized projects for this year.

CMRP Representative Joe Ferguson

Joe Ferguson from CMRPC would like to attend a board meeting. Two programs could offer grants to the library. If Haston Library were named a historic building, grants would be available for repair. Grants are also available under the Massachusetts Green Community Program. The Town Administrator stated that the Selectboard chairperson is not willing to pursue becoming a Green Community, stating too many regulations which could become costly.

MIA Insurance Claim for lower-level air quality, mold issues and damages.

It has been almost one year since the water tank broke, spewing thousands of gallons of water on the lower level. Lia Tulip, Library Director, spoke with the insurance adjuster. The adjuster wants to walk around the lower level of the library within the next week. Since it is winter the humidity is reading around 30% .

However, this past summer the humidity rose to 70% and there was an obvious smell in the area. The library has environmental reports to show the adjuster.

Renaud/Edge Automation HVAC, temperature controls, legacy equipment issues

Tom explained to Bill King how the library’s system programing should work. It has never worked correctly. At the December 2, 2024, meeting the board voted to use the Library’s Trust Fund to pay \$3019 to Renaud to update the Johnson Controls HAE. However, when the technicians from Renaud and Edge Automation LLC arrived, they could not do the work required because they did not have the password to gain access to the controls. The board felt they should have known this before traveling to the library. Mark from Renaud did manage to get the heat working in the director’s office and the stairwell. The bill was adjusted from \$3019 to \$1234.01. \$750 of the \$1234 was for the technician who traveled from New Hampshire. The board was still not pleased with the bill. A board member suggested writing a letter to Renaud expressing the board’s displeasure and ask that Renaud apply a reasonable credit to the library’s spring bill when the heating system is switched to the cooling system,

Lighting Issues, Mass Save Small Business Energy Audit, and lack of availability of fluorescent lamps.

Trustee Dave Maher has been replacing several burned out fluorescent lights. Supply is limited at best since these lights are gradually being phased out. Bill King suggested looking found at a discount store online. It may be worthwhile to investigate Mass Save Energy Audit.

Approval of Minutes: A motion was made, seconded, and approved to accept the minutes from the January 6, 2025, board meeting.

A motion was made seconded, and approved to accept the minutes of the January 13, 2025, special board meeting.

Librarian’s Report

February 3, 2025

Circulation:

	2024	2025
January 2024 All Items circulated from this library	1550	1209
NB Items circulated	1498	1277
Checkouts Overdrive	704	711

WIRELESS STATISTICS:

NO STATISTICS AVAILABLE FOR THIS MONTH. CISCO MERAKI HAVE BEEN CONTACTED ABOUT SWAPPING EMAIL ADDRESSES AND HAVE NOT RESPONDED YET. THE OLD EMAIL WAS AMY’S AND PREVIOUSLY SHE HAD FORWARDED THE EMAIL EACH MONTH.

Financial Report:

<u>Account</u>	10/28/24	11/25/24	12/23/24	1/20/25
<u>Balances as of:</u>				
Salary Account	64,575.16	58,992.93	53,626.58	48,532.10
Library Expense Acct.	30,075.13	19,338.17	16,923.54	16,195.77
State Grant	2,100.86	416.27	6,295.37	4,515.95
Gift Account	1,047.38	506.97	5,896.97	5,737.07
	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	14,095.48

December Activities and Programming:

13 people attended the Craft Night for Adults, led by Gabby. Participants made DIY snowmen.

The Movie Discussion group planned to discuss *While You Were Sleeping* (1995). There were no attendees.

The Book Club discussed *Indian Horse* by Richard Wagamese on January 28, via hybrid format.

Storytime was hosted four times this month, with a total attendance of 16 children and adults. Art Club had one meeting 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 the first three Wednesday mornings in January, always with a great turnout. The last Wednesday program had to be cancelled due to illness. This program continues to be well attended and Community Connections programs are scheduled again for February.

A historical children's storytime was scheduled for January 21, planned by the ad hoc 130th anniversary committee but there were no attendees. We will try this again this month and reach out to the schools to further publicize.

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

Other News:

We would like to welcome our new Library Director, Lia Tulip! She began working at the library on January 27th, learning the duties of the circulation desk and the director's office. We look forward to working alongside her.

The ad hoc 130th Committee met on January 27 to discuss further programming. Programs up to May 2025 were decided upon.

The finishing touches on the Long Range Plan for 2025-2029 were completed and, pending the Trustees approval, it will get sent to the MBLC.

Coming events:

Wednesday, February 5 at 10AM: Community Connections Read, Build, Play

Wednesday February 12 at 10AM: Community Connections Books and Blankies

Thursday, February 13 at 6PM: Craft Night for Adults will feature Wine Glass Painting, led by Brianna.

Tuesday, February 25 at 7PM: Book Group: *The Revolutionary – Samuel Adams* by Stacy Schiff

Thursday, February 27 at 6PM: Movie Discussion Group: *Me Before You* (2016)

Thursday, February 27 at 5PM: Watercolor Workshop with Deb Kirk

Building Maintenance:

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

The Trustee Chair finished a Capital Improvement Report, highlighting the library's structural issues in order to begin solving them. A small finance committee meeting was held at the library in order to discuss this report. We are also looking into past roof inspection documentation, from Raymond James.

Renaud and an associate from Edge Automation LLC came to the library on January 8 in order to regain client control over the HVAC system. No headway was made in this project as they realized they could not get access to the controls they needed. Mark from Renaud did manage to get the heat working in the stairwell and office. This project was originally quoted at \$3,019, and a new invoice just came in for \$1234.01, to replace the original price.

Humidity continues to drop in the basement, still closed off to patrons. The average is now around 30% due to the dry winter air.

Respectfully submitted,
Brianna Lamb, Interim Director

Brianna presented her last director's report as Interim Library Director. She mentioned she is contacting Cisco Meraki to update the email account.

Ad Hoc 130th birthday update: Diane gave an update of the library's Ad Hoc birthday committee. There is an event planned for later March or April with North Brookfield's Haston Library and Franklin's Haston Library in Vermont. Lia suggested a stain glass craft class. Diane gave a brief recap of First Night 2024 and the meeting for First Night 2025.

Review of Two Staff Minimum Policy: A motion was made, seconded, and approved to continue to suspend the two staff minimum policy until further notice. There was concern with two upcoming staff vacancies, that it may be hard to keep the policy in place.

Youth Services Job Description: A motion was made, seconded, and approved to accept the youth services librarian's job description with some corrections. Gabby compiled a list of what the assistant librarian's job contains. The Library Director will write up the job description. Brianna mentioned one person has submitted a resume that looks promising.

Library Newsletter: It was suggested that the library's newsletter include a "Trustee Column" to make people aware of the needs of the library.

May election: Three Trustees seats will be filled at this year's town election in May. Two are for three year terms, and the other is a one year term. It was mentioned that we should be encouraging people who are interested in the library to run for election

Next meeting March 3, 2005

Respectfully submitted,
Carol Kelley
Secretary