

Lucius Beebe Memorial Library
Board of Library Trustees

Meeting Date: June 22, 2022

Meeting Location: hybrid Library Lecture Hall/Remote Meeting via Zoom

Trustees Present

In-person: Jeff Quinn, Adam Rodgers, Laura Cutone Godwin, Paul Gordon

Via Zoom: Aimee Lominac, Susan Wetmore, Jackie Natale, Scott Staiti

Staff: Catherine McDonald, Jackie Powers, Casey Chwiecko, Holly Turner, Annie Hochheiser, Amanda Brown, Heidi Zeibig

Documents

Agenda

Secretary's Report

Staff Reports

FY22 Action Plan Year-End Status

FY22 Operating Budget Status Report

FY22 Gifts and Grants Status Report

Board of Library Trustees Contact & Committee List

Board of Library Trustees & Friends FY23 Meeting Schedule

Quinn called the meeting to order at 7:00 PM.

Public Participation

Summer Reading presentation by Youth Room staff (Casey Chwiecko, Holly Turner, Annie Hochheiser, Amanda Brown, and Heidi Zeibig).

- Amanda: Participants will receive raffle tickets to be used for statistics as well as to give away prizes. Kids ages 6-18 will receive lanyards at the beginning to be filled with pins that they acquire by reaching certain benchmarks. (There are different, unique pins for each program.) Children under the age will receive a sticker book and stickers.
- Holly: talked about programs: story hours, ukulele, dungeons and dragons. New programs include sensory playground, preschool dance party, book club for grades 1-3, get crafty, freedom to read 'em book club, writers clubs (middle/high school), young adult escape rooms, Beebe block party, and more.

- Annie: Visited schools in person but also created a video to inform and excite students about the program. Class visits included book teasers to get students excited about books for their age group.
- Heidi: “Where’s Buzzy?” started 5 years ago but this year he is traveling around the world. Buzzy sends postcards that are displayed on storefront windows. Clues to find the postcards are posted on library doors, Youth Room, and Facebook. Participants receive raffle tickets. The “Buzzy” businesses have been very collaborative.
- Sign-ups started 6/21; programs start 6/27.
- Reading list is based on recommendations from the school but there is not a required reading list.
- The goal is to create a reader and make it as fun as possible. When students start school they’re learning to read; by third grade, they’re reading to learn.
- The Friends fund the Summer Reading program. Discussion about having the librarians present the program to the Friends at one of their meetings.

Acceptance of Secretary’s Report

Gordon moved to accept the secretary’s report; Rodgers seconded. Motion approved unanimously by roll call.

Staff Reports

Godwin moved to accept the staff reports; Gordon seconded. Motion was approved unanimously by roll call.

Discussion of Library Sweep Analysis: Walking around on a regular basis gets the staff in a new routine and the opportunity to see things with fresh eyes. There were no surprises with the sweep but they would modify it for next time.

Opportunity for increased children’s programs when Wakefield Public Schools have half days. McDonald noted that students typically don’t need an organized activity for that time, but need a place to hang out. McDonald suggested opening the lecture room based on advanced planning. It was mostly middle school students this year. Given the volume, it would have been challenging to manage programs during those times.

Library is moving away from QuickBooks. McDonald is researching Wave; if that doesn’t work, she’ll use Excel.

Discussion of staff turnover: All leaving for different, good reasons. A part-time librarian got a full-time position; one librarian is moving out of state.

With addition of new digital resources, the library may eliminate Tumblebooks but no other digital resources. With robust online resources, it's an opportunity to help patrons to see things they weren't aware of in the past.

First Plaza Jazz went well.

Moving from Noble to Bluehost (which allows payment by invoice rather than credit card).

Correspondence

- n/a

Committee Reports

Budget

- Will return \$15,000 from personal services; surplus is due to turnover. All other line items will zero out.
- McDonald has uses for any money that is leftover.

Building and Grounds

- New tree will come in July.
- Front steps need to be repaired.
- Continued discussion with the Town regarding the roof.
- Elevator inspection standards have changed. It's safe but we are waiting for a part.

Friends

Gordon attended the last meeting which was the annual meeting with elections.

- There was discussion about by-laws.
- Book sale went well; raised about \$11,000 (before expenses are deducted). They have had sales at Farmers Market and Festival by the Lake.
- Patricia Murphy is the new president.

Gift Funds

- n/a

Legislative Advocacy

- Rodgers spoke with all legislators at flag raising events and suggested inviting them to speak to the trustees.

Personnel

- See above discussion about staff turnover.

New Business

- Signatures: Quinn to sign McDonald evaluation.
- Board signatures for annual documentation. Trustees participating in person all signed the documents; remote Trustees will visit the library to sign.
- 100th Anniversary Giveaways: Library commemorative bookmarks to be given away via raffles; 4th of July glasses given away at front desk and Farmers Market; and two program bookmarks.
- Discussion of forthcoming anniversary events/programs: photo gallery; new books by year; review statistics in Town Annual report.

Items not reasonably anticipated by the chair

- Pride and Juneteenth flag raising ceremonies both went well. Good attendance.
- Trustees will discuss future flag policy at the next meeting.

Next Trustees meeting is September 28th unless otherwise needed.

Gordon made a motion to adjourn the meeting; Rodgers seconded. Motion approved unanimously by roll call.

Meeting adjourned at 7:55 PM.