

Lucius Beebe Memorial Library
Board of Library Trustees

Meeting Date: March 22, 2023

Meeting Location: Lecture Hall and via Zoom

Trustees Present

In-person: Jeff Quinn, Laura Cutone Godwin, Chris Barrett, Susan Wetmore, Jackie Natale, Aimee Lominac; Via Zoom: Paul Gordon

Staff: Catherine McDonald, Jackie Powers

Public Participation: n/a

Documents

Agenda

Secretary's Report

Staff Reports

FY23 Operating Budget Status Report

FY23 Gifts and Grants Status Report

Trustees' Gift Funds Summary

Booksale: Request for permission to donate library discards and Booksale Agreement

Email from patron

Memo about Annual Town Meeting

Quinn called the meeting to order at 7:03 PM.

Acceptance of Secretary's Report

Lominac moved to accept the secretary's report; Barrett seconded. Motion was approved unanimously by roll call.

Staff Reports

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

Discussion:

- Open meeting laws: While complaints are up state-wide, the library is in good shape.

- NOBLE Executive Director position was posted today. This is an important role for the library (ie, catalog, tech support, training).
- Great turnout for Sustainability event (Recycling 101): 50 attendees.
- In person attendance: numbers are fine overall, but recognition that people's patterns have changed (ie, it's not a COVID fear that's discouraging them).
- NOBLE cybersecurity assessment went well.

Public Participation

- n/a

Correspondence

- Email from patron expressing gratitude for the Youth Room's services, displays, and staff.

Committee Reports

Budget

- Capital Planning committee met last night but the minutes are not yet available. Library requested funds for roof and IT. Roof estimate is \$130K, but it's unclear if that covers the full library roof or just the original building. The town put it to bid along with other buildings (ie, Civic Center).

Building and Grounds

- Front steps are scheduled to be repaired this month.
- Barrett and Powers met with Sardella about the front lawn sign; he will submit a price. Sardella has done a lot of signage on Main St. They donated the new sign at Veterans Field. McDonald had priced this out a few years ago and the quotes ranged from \$10K - \$45K.
- McDonald has identified a vendor who may be able to do the interior signage.

Friends

Barrett attended the last meeting.

- Covered a lot of book sale topics (ie, facility, water leaks, etc).
- There was discussion about purchasing an electronic sign for the front of the library, and the Friends expressed dislike for the new sign at the First Parish Church (too bright, too gaudy).
- They have \$90K (three years worth of money) and are interested in growing their funds (ie, getting more interest), but were reluctant to give that money to the library to

complete the digitization of *The Daily Item* (\$45K). This led to a discussion of their mission (ie, supporting the library). The Friends questioned the details of this project (ie, process, vendor selection, etc.).

- Friends typically fund programs and museum passes. When we suggest something outside that scope, they want to vet the vendors, etc. However, it's the role of the trustees to approve these projects (ie, the digitization project) and that was thoroughly vetted.
- Is there a cap on how much money the Friends can carry-over each year? There is nothing in their by-laws about this. The people who donate in a given year typically expect the money to be used in a timely manner. This may impact their ability to get more donations.
- Can we gather feedback about the patron responses to share with the Friends at the next meeting? Barrett emphasized the value of being able to say that they helped fund this. Per McDonald, it's not our responsibility to sell this to the Friends.
- Disappointing that they seem disinterested. There was a suggestion of an up-or-down vote from the Friends on this.
- This project makes the archive accessible to a wider audience. We've turned the archive into a living resource.
- Are there other town organizations who might be interested in helping to fund it (potentially Blossoms)?
- What is their plan for the \$90K over the next few years?
- What else would we ask the Friends for support on funding (aside from Summer Reading)?
- This led to a discussion regarding roles and responsibilities (Executive Director/staff, Trustees, and Friends).
- Next Friends meeting is April 13th (Godwin - primary, Gordon - back-up).

Gift Funds

- First Financial Trust will come to the April meeting.
- Ideas for spending excess funds:
 - Expand the Library of Things (Reading has a good inventory for their Library of Things): international travel converters
 - Teen space (The library has had discussion about using the Lecture Hall.)
 - Better bike rack
 - Space for private calls/meetings and small groups to gather (Potentially when there are no longer DVDs/CDs, we could use that alcove. Discussion about having enough of these rooms, implementing time limits, immediate access versus sign-up.)

Legislative Advocacy

- Gov. Healy's budget met all of our requirements.
- The Center for the Book was level funded.
- Several legislators are working on e-book policy.
- The legislative day was on a snow day. McDonald and Powers attended virtually.

Personnel

- We will want a Personnel Committee meeting before the end of the year in order to help build the next budget.

New Business

- Friends Book Sale Contract
 - This goes to the Town Council. Friends sign it first, then the chair of library trustees, then it goes to Town Council.
- Anniversary Open House
 - April 15th event (all-day)
 - The print invitation replicated the original invitations.
 - Each Wakefield household will receive a postcard invitation
- Blossoms
 - Donations are coming in.
 - Computerized system for tickets, auction, etc. will greatly streamline the process and take some of the burden off of staff and volunteers. This also reduces the number of volunteers needed.
 - Sold 100 tickets within the first three days of going live. There is no limit on tickets.
 - Getting catering has been a challenge because so many places are short-staffed.
 - Volunteers are needed to help with food distribution/clean-up.
 - What is the theme and corresponding dress code? How do you celebrate 100 years? Celebrating being back together and celebrating the library.
 - Repeat Sponsors: The Savings Bank gave \$5K, The Cooperative Bank gave \$2.5K, Hobbs Brook gave \$2.5K, Subaru gave \$1K, and First Financial gave \$1K; a number of sponsors who gave money to the 2020 event did not take the money back.
 - VIP room reception from 6:00-7:00 will include Doug Meehan from WCVB.

Items not reasonably anticipated by the chair

- Godwin had an impromptu conversation with Sandy Brown from the Board of Health which led to a discussion about using the library as a potential public health vaccine clinic site. McDonald to follow-up with Brown.

Next Trustees meeting is April 12th.

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

Meeting adjourned at 8:36 PM.