

Lucius Beebe Memorial Library
Board of Library Trustees

Meeting Date: May 26, 2021

Meeting Location: Remote Meeting via Zoom (*Consistent with the Governor's orders suspending certain provisions of the Open Meeting Law and banning gatherings of more than 10 people, this meeting will be conducted by remote participation*)

Trustees Present

Jeffrey Quinn, Aimee Lominac, Laura Cutone Godwin, Susan Wetmore, Tim Healy, Paul Gordon, Scott Staiti, Chris Barrett, Adam Rodgers

Staff: Catherine McDonald, Annie Hochheiser, Amanda Brown, Holly Turner, Casey Chwieko

Documents

Agenda
Secretary's Report
Staff Reports
Operating Budget Status Report
Gifts and Grants Status Report
Trustees Public Contact Information
Draft Committee Assignments
Board Signature Sheet
Draft Meeting Schedule and Friends of Beebe Attendance Schedule
Library Holiday Schedule 2022
Library Staff Continuing Education Reimbursement Policy
Continuing Education Reimbursement Request
Procurement Summary and Line Item Costs for Replacement Projector
Updated FY21 Action Plan
Public Correspondence

Healy called the meeting to order at 7:04 PM

Acceptance of Secretary's Report

Barrett moved to accept the secretary's report, Lominac seconded.

Discussed typo: on page 1, 'rote should have been 'route'.

Motion approved unanimously by roll call vote.

Staff Reports

Barrett moved to accept the director's and staff reports, Lominac seconded.

Discussed cases of copyright infringement committed over the library's wifi. The library is not liable for these cases, but the staff will update the wifi policy as needed and present the edits at the next Trustees Meeting.

Discussed the exterminator brought in to deal with the termites discussed at the last meeting.

Discussed "parklet", a tiny park, that has been pulled together outside the library. It has been well received by the public.

Discussed full unrestricted reopening of the library facility scheduled for 5/29/2021. Some patrons have expressed reservations about their ability to use the library without restrictions due to health concerns. Discussed safety protocols put into effect, and their limited utility when patrons do not observe the protocols. Discussed the wide range of opinions, needs, and risks both among the staff as well as among patrons; the staff has done an excellent job working through all the issues and dealing with the changes to get the facility ready.

The motion to accept the staff reports was approved unanimously by roll call vote.

Public Participation

Annie Hochheiser, Amanda Brown, Holly Turner, and Casey Chwieko from the Children's Room attended to give their annual presentation of the plans for the Summer Reading program.

This year's program will be an all-ages program. When a patron finishes their first book, they receive a gift bag. Each additional book they complete they receive a rock to paint or otherwise decorate and add to a collection kept at the library, as a visual representation of all the books Wakefield reads this summer.

The program will also feature raffles as in past summers, along with the usual full slate of summer programs - this year's slate will have a focus on outdoor activities. These include Young Adult events like Dungeons & Dragons, tie dye activities, and weaving. There will also be a Graphic Novel book club, a Creative Writing club, outdoor read-alouds with pop-up libraries, pre-school crafts, Get Up and Move events for children 4-7, the return of Small Sleuths and Curious Kids events, and a scavenger hunt.

Once again, Buzzy the Bee will also be hidden at several local businesses over the summer. Local stores and restaurants have been actively asking about being able to host Buzzy, and are excited to see that activity return.

The library will also host Outdoor Art for ages 6-10, in-person story times, lap sit events (indoors) for babies and toddlers, and pre-school story times outdoors.

Videos have been sent to the schools to talk up the program and its events.

Discussed attendance projections - difficult to project due to the focus on outdoor events, but the Young Adult programs alone could see as many as 150 attendees.

Discussed the gift bags and rocks for painting. The challenge was to create incentives that could be delivered touchless; since the planning had to be complete without knowing what COVID-19 restrictions would be in place for the summer, flexibility in the incentives was crucial.

Discussed funding - all of the funding is courtesy of the Friends of Beebe Library.

Correspondence:

A couple of notes of appreciation from patrons were received, as well as a note from Town Councilor Mehreen Butt.

Committee Reports:

Budget:

The town meeting budget article was approved. CY21 budget closeout proceeding on plan - some line items higher than in past years, some lower, but overall right on plan.

Building and Grounds:

None.

Friends:

Barrett attended. The Friends Board recognized Cindy Schatz for her years of service. The majority of the rest of the meeting was devoted to the upcoming book sale. Gordon added that book sorting was still underway.

A book collection event would be held on 5/29, and the book sale itself would run 6/9 - 6/12.

The next Friends meeting is June 3. Godwin to cover.

Gift Funds:

First Financial will give a report to the Trustees in either June or September.

Legislative Advocacy:

Funding for state aid to libraries appears strong in the state budget, both in terms of direct aid as well as aid to NOBLE.

Personnel:

The Personnel Subcommittee met three times to discuss negotiations with the union that represents library staff - a new process needed to be established as a result of Town Counsel's interpretation of changes made to the Town Charter. The subcommittee met in executive session initially with the Town Administrator Steve Maio via Zoom, once independently, and a final time with Maio in person.

The discussions were productive and negotiations seem to be back on track, conducted in conjunction with the Town Administrator. The revised process will have the Library Director and a representative from the Trustees included on a negotiating team assembled by the Town. Wetmore was elected by the Personnel Subcommittee to represent the Trustees.

The goal is to conclude negotiations by the summer to facilitate inclusion of an article on the warrant for Fall Town Meeting in November for final approval. In that scenario negotiated pay would be retroactive to July 1.

New Business

At the first Trustees Meeting after Town Elections, a new Executive Board must be elected.

Lominac nominated an Executive Board consisting of Healy as Chair, Quinn as Vice Chair, and Godwin as Secretary; Barrett seconded. The nominees were approved unanimously by roll call vote.

Additionally, new committee memberships were discussed. The updated committees are to be staffed as follows:

Budget - Gordon, Rodgers, Godwin
Facilities - Healy, Quinn
Gift Funds - Lominac, Staiti, Wetmore
Legislative Advocacy - Quinn, Gordon
Personnel - Wetmore, Healy, Lominac, Barrett

Discussed Accounts Payable responsibilities. This role is not as significant due to changes in how payroll is signed - this role only comes into effect if both the Director and Assistant Director are unavailable. This would require five Trustees to sign in their stead.

Discussed Payroll - Wetmore will continue to act as backup.

Discussed collection on updated Trustee signatures for the Town Clerk at the June meeting.

Discussed updates to Trustee contact information.

Discussed the draft of the next year's schedule of meetings. Agreed to move the April meeting to April 13 to stay clear of Town Election Day and April school vacation.

Discussed Friends coverage.

Discussed banking. Scanlon and Schatz had signed for the Trustees on library bank accounts. The Gift Fund Subcommittee will have to select new Trustees as signatories.

Discussed the Director's draft holiday schedule for the coming year. The Director aligned the proposed schedule with previous years based on which day of the week each holiday will fall. Discussed the addition of Juneteenth as a holiday. Discussed Sundays; the library will plan to be closed on Sundays for the foreseeable future unless funded at Town Meeting.

Godwin moved to accept the Holiday schedule as presented, Gordon seconded, and the motion was approved unanimously by roll call vote.

Discussed tuition reimbursement request. Discussed the reimbursement policy. The Director recommended approval, as the course covered is a good investment in a valued staff member.

Gordon moved to reimburse 100% of the tuition on the condition that the policy terms are satisfied. Staiti seconded, and the motion was approved unanimously by roll call vote.

Discussed replacement of the Lecture Hall projector. At over 10 years old the projector was showing its age and starting to fail. Several options were considered, at various capability levels and a variety of costs. After completing the research, the unit from Pro AV Systems was evaluated as providing the best option at a reasonable cost. Ownership costs were found to be nominal.

Discussed paying for the replacement. The bulk of the actual equipment can be absorbed into the base budget, while installation will be paid for out of State Aid.

Discussed an associated service contract. Pro AV will perform service as needed, and the individual pieces of equipment have their own warranties. The plan is to have three or four staff members familiar with the finer points of its operation.

Discussed Pro AV as a vendor. Word of mouth feedback is positive on their customer support.

Discussed Action Plan update. The plan is mostly complete, to the fullest extent possible given COVID-19 restrictions.

Lominac plans to draft a letter for the Daily Item thanking and acknowledging the staff for the hard work they put in over the past year keeping the library functioning while the building was closed.

Discussed the Director being asked to participate in the town-wide Vision 2030 initiative from the point of view of how the library fits with possibilities for the future of the Town.

The Trustees recognized and welcomed newly elected Trustees Gordon and Staiti.

Next meeting is scheduled for June 23rd, 2021.

Adjourn

Staiti moved to adjourn, Barrett seconded, motion passed, unanimously approved by roll call vote.

Meeting adjourned at 9:08 PM.