

Lucius Beebe Memorial Library
Board of Library Trustees

Meeting Date: June 23, 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 was conducted by remote participation.)*

Trustees Present

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

Staff: Catherine McDonald, Jackie Powers

Documents

Agenda

Secretary's Report

Staff Reports

Operating Budget Status Report

Gifts and Grants Status Report

Healy called the meeting to order at 7:02 PM.

Acceptance of Secretary's Report

Barrett moved to accept the secretary's report; Staiti seconded.

Motion approved unanimously by roll call vote.

Need to correct the report to include Adam Rodgers as present at the May meeting.

Staff Reports

Gordon moved to accept the secretary's report; Staiti seconded.

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

Catherine reported that re-opening with patrons in the building has gone smoothly; back to normal. Per Jackie, there has not been any demand for side door service.

Discussed circulation numbers to determine if numbers were on par with past months. Catherine will provide circulation numbers showing past six months as well as year-over-year for a helpful comparison.

Discussed “encumbrance” as a natural part of end-of-year financial planning. Catherine will plan to spend down the budget by the end of year. (Encumbered items drag on until September so the goal is to avoid doing that this year.) Library is transferring from QuickBooks on desktop to QuickBooks online.

Self-checkout is being used by patrons and is functioning well. Patrons need assistance the first time but then it becomes easy to use.

Public Participation

n/a

Correspondence

n/a

Committee Reports

Budget

Library giving back \$40,000 from personal service and close to \$20,000 back in contractual services due to utilities. Have been able to purchase everything they needed through the operation budget (i.e., new projector). New projector has been installed.

Building and Grounds

Healy is still collecting the specs for the outdoor dynamic sign. Jim McBain (from sign committee) is working on an overlay for the town. Healy spoke with him about the library sign. Other organizations in town are also interested in a similar sign.

Friends

Laura Cutone Godwin represented the Trustees at the May Friends meeting. The focus of the meeting was on the upcoming book sale. The book sale has been promoted via social media and book/media donations were made by 160+ individuals. Membership is up to 333 which exceeds last year’s number; there will be a membership drive at the book sale.

The May meeting also included a board vote on three positions. The following selections were made:

- Treasurer: Keith LaGraves
- Assistant Treasurer: Melisa Fulkerson
- Director: Kyle Donohue

The next Friends meeting is September 2nd. Gordon to cover; Healy is back-up.

Gift Funds

Moving forward with media lab furnishings. Alyssa Staples is spearheading this. This involves turning the downstairs conference room into a media lab for patron use (i.e., archiving). Need to determine patron policy for using this equipment (i.e., sign-up, time limits). Potential to buy some equipment for the Library of Things for patrons to borrow (for less complicated projects). Library of Things is back and running again including new items such as binoculars for adults and children. It is being built up based on demand.

Legislative Advocacy

n/a

Personnel

See “New Business” for library staff association contract.

New Business

Library staff association contract:

Barrett moved to go into Executive Session; Gordon seconded. Meeting went into Executive Session to discuss the contract details. Notes from Executive Session are not open to the public.

[Executive Session discussion]

Gordon moved to go into Open Session; Scott seconded.

The motion to go into Open Session was approved unanimously by roll call vote.

Staiti moved to approve the library staff association contract as proposed; Barrett seconded. The motion to accept the staff reports was approved unanimously by roll call vote.

Signatures:

Trustees need to come in to sign annual documents. Also need to come in to sign off on contract.

Magazine proposal:

Per Jackie, this is essentially the same as the last time we went for bids. The recommendation is to remain with W.T. Cox for a three-year contract starting January 2022. We get new quotes every year. Library has cut back on some titles based on the overlap with OverDrive. The vendor bundles the magazine subscriptions for the library.

Godwin moved to approve the contract as presented; Gordon seconded.

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

Social Media policy:

Library has not had a policy but the town has instituted one along with a company that will archive the library's social media which is considered public record. McDonald recommends that the library adopts the town's policy.

Gordon moved to adopt the social media policy for the library; Quinn seconded.

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

Internet Access policy:

This issue came up because someone has been sitting outside the library using the library's wifi to download content that infringes on copyright. McDonald is recommending updating the "Internet Access" policy (which was originally written in 1998) to cover current issues and to create a streamlined "Terms of Use" document. The "Terms of Use" will appear when a patron accesses a library computer or the library's wifi; it needs to be accepted in order to proceed.

Discussed firewalls on library computers. There aren't any filters but the computers have software to prevent downloads (the hard drive is wiped out every time the computer is shut down/restarted).

Discussed if the policy is to protect the library from liability or to protect patrons. The library is not the arbitrator of what content patrons should have access to.

Godwin moved to adopt the revised Internet Access policy for the library; Staiti seconded.

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

Banking:

Discussed that there are three buckets of budget/funds: library operating budget; town-held trust funds (managed by Town Treasurer); and trustees gifts fund (managed by trustees/Gift Fund committee). Funds held by First Financial Trust are held by Trustees. This comes with a checking account which was recently closed without the library being notified. The two trustees who had handled these funds (Scanlon and Schatz) are no longer on the board so McDonald recommends that the Gift Fund committee review these funds. Then set-up a new checking account so we can access money from the fund if needed. This can wait until September so the meeting can be in person with access to files. Need to vote on who will be the signers for the checking account. The Gift Fund committee will meet before the September meeting to determine signers.

Discussion about future meetings via Zoom, in person, or hybrid. Dependent on state and town regulations. Possibility of requiring in-person attendance for board/committee members but allowing online participation for the public. Guidelines for public meetings will be determined by the town.

Adjourn

Gordon moved to adjourn the meeting; Quinn seconded.

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

Meeting adjourned at 8:38 PM.