

Lucius Beebe Memorial Library
Board of Library Trustees

Meeting Date: September 22, 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, Aimee Lominac, Laura Cutone Godwin

Staff: Catherine McDonald, Jackie Powers

Attendees: Helen VanBenschoten, Madeline Naper

Documents

Agenda

Secretary's Report

- June 23, 2021 Board of Library Trustees monthly meeting
- September 2, 2021 Board of Library Trustees Mask Requirement meeting
- September 13, 2021 Gift Funds Subcommittee meeting

Staff Reports

FY21 Operating Budget Status Report

FY21 Gifts and Grants Status Report

FY21 Library Encumbrances and Balances

FY22 Operating Budget

FY22 Gifts and Grants Status Report

Gift Funds Summary

Continuing Education Reimbursement Request (Annie Hochheiser, 1 of 2)

Continuing Education Reimbursement Request (Annie Hochheiser, 2 of 2)

Connecticut State Library Guidelines

Memorandum of Understanding - Board of Trustees and Friends (DRAFT)

Friends Meeting Minutes (2/9/21)

Memorandum of Understanding - Board of Trustees and Friends (Revised DRAFT)

Town of Wakefield Memo - Regular Town Meeting

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

Acceptance of Secretary's June Report

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

Motion approved unanimously by roll call vote.

Acceptance of Secretary's September 2nd Report

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

Acceptance of Secretary's September 13th Report

Barrett moved to accept the secretary's report; Quinn seconded.
Correction: The meeting concluded at 9:10.
Motion approved unanimously by roll call vote.

Staff Reports

Godwin moved to accept the secretary's report; Lominac seconded.

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

Everyone in NOBLE will need a new website host. Catherine and Jackie will do research, and discuss with other libraries who will also need a new host.

Bottle fillers: Library has the filler. The electrician has completed that work; now waiting for the plumber. Could happen in the next two weeks.

Even with the schools open, the library isn't too busy; people are mostly still coming in and out. But children's programs are filling up.

Adult programs will continue via Zoom. Remote is the preference when patrons are given a choice.

Public Participation

Madeline Naper: new representative from Youth Council.

Correspondence

n/a

Committee Reports

Budget

n/a

Building and Grounds

The building had a number of leaks. Roofers came on 9/22/21; Dave has been following leaks. It's difficult to trace the source.

Friends

Jackie Powers represented the Trustees at the September Friends meeting. (Paul Gordon was unable to attend.)

Helen VanBenschoten gave an update on behalf of the Friends. The September meeting mostly

focused on summer events (farmer's market; new honey coordinator; new charities coordinator). Now focused on preparing for Festival by the Lake. Will be putting the fall newsletter out soon. Eager to see what library has planned for the year.

Gift Funds

See "New Business."

Legislative Advocacy

Quinn to put together a legislative schedule. Will report next month.

Personnel

Catherine is scheduled to be evaluated January - March 2022.

Jeff Klapes (Reference) is retiring; his last day will be on 10/14/21.

New Business

Banking: We have to restart a new checking account with new trustees as signatories. Wetmore and Staiti offered to be the signatories. Catherine is gathering the necessary information in order to open the new account.

Gordon moved to accept Wetmore and Staiti as the new banking signatories; Godwin seconded.

Motion approved unanimously by roll call vote.

Request for Tuition Reimbursement:

- Requests are mostly to cover courses towards degrees in Library Sciences.
- Currently there are no limitations on the amount of tuition reimbursement requested per year.
- Continuing Education Reimbursement Request (Annie Hochheiser, 1 of 2) - need vote to make payment and determine which account to use; Hochheiser got an A on the course. Payment to come from the library's unrestricted trust fund.
- Lominac made a motion to approve the request and make payment of \$948 from the library's unrestricted trust fund; Quinn seconded. Motion approved unanimously by roll call vote.
- Continuing Education Reimbursement Request (Annie Hochheiser, 2 of 2) - need to vote to approve the request to grant tuition reimbursement; Catherine noted that we don't have another Spanish speaker on staff so this would be a benefit to the library.
- Staiti made a motion to approve the request at 100%; Gordon seconded. Motion approved unanimously by roll call vote.

November Town Meeting - Articles

- Need to consider whether we want to enter an article about re-starting Sunday service. Catherine noted the constraints with hiring/replacing staff, and its potential impact on having sufficient staff for Sunday hours. Wetmore asked if we could enter the article but postpone activating Sunday hours (depending on staffing, COVID, etc) based on the

discretion of the trustees. Concern that if we don't keep it on the budget, it will be harder to get it reinstated. Total is about \$50K for a year; would be \$20K-\$25 for half of FY22. Article needs to be entered by October 8th. Catherine has the article: it represents the budget for this fiscal year; the motion will have the number of Sundays we will have left after the Town Meeting (half the year). Sunday service is a special appropriation because it wasn't in the budget for FY22 because of the pandemic. The library has been open on Sundays for about 9-10 years.

- Article to be submitted to authorize funds for staff collective bargaining agreement: "To see if the Town will vote to implement collective bargaining agreements between the Town of Wakefield and the Lucius Beebe Memorial Library Staff Association for the period July 1, 2021 to June 30, 2024 and to provide therefor that the Town raise and appropriate or transfer from available funds a sufficient sum of money to carry out the purposes of this Article, or to see what the Town will do about it."
 - Rodgers made a motion to submit the article for the November Town Meeting; Barrett seconded. Motion approved unanimously by roll call vote.
- Proposed article for November Town Meeting: "To see if the Town will vote to raise and appropriate from tax levy or transfer from available funds, a sufficient sum of money to supplement the Library Department Budget for the period of July 1, 2021 to June 30, 2022 to provide Sunday library service, or to see what the Town will do about it."
 - Lominac made a motion to submit an article for the November Town Meeting to request budget to reinstate Sundays in budget; Gordon seconded. Motion approved unanimously by roll call vote.

Catherine will send numbers related to the articles to the Finance Committee.

Memorandum of Understanding - Friends and Trustees

- Need to determine whether or not a MOU is necessary. If yes, we would need to gather a small committee to draft language.
- Library already has a policy about Friends; and Friends have bylaws.
- A few years ago, several longtime Friends were stepping away and there was concern that the group would be disbanded. MOU would establish expectations between the two groups; especially in terms of agreement of where the money will go.
- Various drafts have been shared. Catherine suggests starting fresh with a new template.
- Helen considers the MOU to serve as general agreement between library and Friends. It is written in the Friends' bylaws that if the group disbands, the funds go to the library. Friends are happy to address any specific questions.
- Catherine suggests taking existing DRAFT with the Friends' edits. Library trustees to discuss at the next meeting.
- Quinn suggested that we use the Connecticut State Library chart as a template.
- MOU may be redundant with library's policies and Friends' bylaws.

- The biggest concern is the potential loss of a valuable Friends organization.
- Board to form a temporary subcommittee to work on the MOU. Rodgers, Gordon, and Barrett volunteered to work on the subcommittee.
 - Staiti made a motion to form a temporary subcommittee, including Rodgers, Gordon, and Barrett, to review and update the MOU; Barrett seconded. Motion approved unanimously by roll call vote.
- The subcommittee's work will most likely be done via email. If there is a meeting, it may need to be posted as a public meeting. Catherine will verify the rules around this.

Items Not Reasonably Anticipated by the Chair

Meetings will continue to be held via Zoom until further notice. Town Council and School Committee are having hybrid meetings at WCAT. It's possible that we can have hybrid meetings in the library's conference room with the new technology. Majority of trustees expressed interest in resuming in-person meetings in October.

Adjourn

Barrett moved to adjourn the meeting; Gordon seconded.

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

Meeting adjourned at 8:23 PM.