

Lucius Beebe Memorial Library
Board of Library Trustees

Meeting Date: November 17, 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, Scott Staiti, Aimee Lominac, Adam Rodgers, Laura Cutone Godwin

Staff: Catherine McDonald, Jackie Powers

Attendees: Julie Smith-Galvin;

Documents

Agenda

Secretary's Report

Staff Reports

FY22 Operating Budget Status Report

FY22 Gifts and Grants Status Report

First Financial Trust (Letter and Investment Profile)

Standards of Conduct Policy DRAFT

Patrons in Need of Social or Protective Services

FY23 Budget

Letter from patron

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

Acceptance of Secretary's Report

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

Motion approved unanimously by roll call vote.

Staff Reports

Godwin moved to accept the staff reports; Lominac seconded.

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

Security alarm had been going off but it has since been fixed.

BeebeCon was very successful. The pumpkin displays were very well done.

Public Participation

Julie Smith-Galvin is the Town Council liaison to the Trustees.

Correspondence

Letter from patron to thank library for all their efforts to help her retrieve information about a book for her book discussion group.

Committee Reports

Budget

Town Council approved the return of Sunday hours starting in January and funding the contract per our town warrants. Retroactive pay will get processed in the next payroll.

Building and Grounds

Goal of repairing/replacing marquee in time for Blossoms (April 30th). Blossoms will be the centennial celebration of Beebe Library.

Friends

Quinn attended the last meeting. Did not have quorum for votes. Talked about refreshing their branding/logo/website. Discussed membership drives and mailings; timing issues with WMGLD mailing. Newsletter just went out. Discussed moving the meeting to the second week of the month but that would require a by-law change. Bag sale at Hurd School was successful. Making plans to begin collecting books again soon.

Gift Funds

Library received an unrestricted bequest of \$104,347.37 from Herold Doherty (formerly of Chestnut St). A Friend of the Library was in charge of the estate and shared the news with McDonald. A true testament of the library's impact on community members. McDonald will get more information and follow-up with his family.

Legislative Advocacy

Godwin attended Massachusetts Board of Library Commissioners (MBLC) virtual trustees orientation on 11/16/21. Recommends the recording/slides for other trustees.

Personnel

McDonald will send evaluations next month. All positions are currently filled.

New Business

First Financial Trust (letter and investment profile)

- Investment profile stays the course with our previous arrangement.
- There are no changes to our profile. Stay with moderate growth that was agreed on in 2016.
- Staiti made motion to have Chair sign-off on behalf of all trustees; Barrett seconded. Motion was approved unanimously by roll call vote.

Standards of Conduct DRAFT

- Rodgers looked into language around vaping as based on what the schools use. He recommends: "No smoking or vapor products." (Smoking is prohibited on library grounds based on town by-laws.)
- The staff has reviewed this and provided input on the draft.
- Barrett made a motion to amend the policy to include "No smoking or vapor products."; Lominac seconded. Motion was approved unanimously by roll call vote.

Patrons in Need of Social or Protective Services

- This was last updated in 2013.
- McDonald consulted the police department on the changes.
- There are three School Resource Officers in town.
- Staiti made a motion to amend the policy as edited; Godwin seconded. Motion was approved unanimously by roll call vote.

FY23 Budget DRAFT

- McDonald will contact the Town Manager and Town Accountant to review numbers and process.
- Total change is 2.8% increase. That takes into account increased cost of items next year plus inflation.
- McDonald doesn't anticipate any problems with approval. Dave is looking at building/maintenance costs. Things are aging (i.e., alarm system). We have enough money if one item fails per year but need to be prepared in case multiple items fail at same time.
- Concerned about utilities but McDonald has been making improvements to that over the past few years (i.e., LED bulbs).

- Carpeting is getting worse and there are roof/masonry issues. These will hit the capital budget.
- Personal budget takes into account newly approved staff increases.

Masks: Wetmore asked how mask enforcement has been going. (Per the town, we did not modify the mask policy.) Patrons are still coming in without masks but the staff is not enforcing it. Staff continues to offer masks to patrons.

Lominac made motion to adjourn the meeting; Quinn seconded. Motion was approved unanimously by roll call vote.

Meeting adjourned at 7:59 PM.