

Lucius Beebe Memorial Library
Board of Library Trustees

Meeting Date: December 15, 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, Chris Barrett, Scott Staiti, Aimee Lominac, Adam Rodgers, Laura Cutone Godwin, Paul Gordon

Staff: Catherine McDonald, Jackie Powers

Attendees: n/a

Documents

Agenda

Secretary's Report

Staff Reports

FY22 Operating Budget Status Report

FY22 Gifts and Grants Status Report

NOBLE Testimony in Support of H.4120

House No. 4120 Act

Guidelines, Procedure, and Documents for Director's Performance Appraisal

FY23 Budget

Library Organizational Chart

Massachusetts Libraries Board of Library Commissioners FY22 State Aid

Massachusetts Libraries Board of Library Commissioners Legislative Agenda FY23

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.

Staff Reports

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

Elevator for public: Most buildings (including other libraries) are failing this year because of a new standard; no one is meeting this standard. This elevator was installed 22 years ago (during the renovation). Public elevators are inspected every year. Inspection typically costs \$3,000. This year's repair could be roughly \$3,500.

Sunday hours: Begin January 9, 2022.

Patron behavior: Unusual activities (not necessarily mask issues). Mental health/social issues where staff have had to issue "no trespassing" orders. Police will often come by just to check-in. Barrett noticed police activity on the library front lawn today. Relatively routine; staff has followed procedures successfully. Mask issues remain about the same.

Excess furniture: Getting to the point where we may have more furniture than we need – especially in the Youth Room (ie, students don't use carrels or computer stations). Interest in replacing carrels with soft seating, but the carrels are beautiful pieces. No place to store these pieces. Need to address the issue of excess furniture within the next year or two.

Public Participation

n/a

Correspondence

n/a

Committee Reports

Budget

HVAC line: Has exceeded budget. It's an aging system and there were a lot of issues with it this year. Budget doesn't account for big expenses. The system was new at the time of the renovation (late 90s). One AC unit on the roof may pre-date the renovation. Healy brought up the possibility of COVID funds for use to address HVAC issues. McDonald to check with DPW.

Building and Grounds

On 12/20/21, Healy and Quinn will meet with Catherine and Dave to review the capital budget in light of recent issues related to the building (ie, HVAC, security system, masonry). The whole plaza needs to be repointed.

Friends

Discussion about updating financial reports. Considering hiring a new CPA for taxes. More e-blasts for honey sales. Friends 50th anniversary campaign is this year; potential tie-in with library building's 100th anniversary. Book collection a few weeks ago; two more scheduled for 1/15/22 and 2/5/22.

Gift Funds

No update regarding the bequest from last month.

Wetmore and Staiti signed up to take care of the Fidelity account. Catherine learned today that the form we submitted was the wrong form. New form will also require a notarized signature from Healy (trustees chair).

Legislative Advocacy

House Act 4120: Electronic Books and Digital Audiobooks access for libraries. Currently in committee.

Personnel

- McDonald shared evaluation documents (PDF); will also send Word templates. Evaluation takes place January - March 2022.
- McDonald to share proposed new goals by 12/31/21.
- Personnel Committee: Wetmore, Barrett, Lominac, and Healy. Need to determine chair for the committee.
- Personnel Committee meeting will need to be posted and take place before the January trustees meeting. That meeting is scheduled for 1/26/22.
- All trustees need to fill out evaluation forms within two weeks of the January meeting. By 2/9/22.
- Personnel Committee will meet again to compile all the trustee evaluations into a single document.
- It needs to be presented and discussed by March.
- Evaluation takes place every three years

New Business

FY23 Budget DRAFT

- Uncertainty about how prices may increase but, overall, the town is in good shape.
- McDonald's changes are all below 4%.
- Extra money allocated for the aging HVAC and security systems. (HVAC increased by \$5,000 to account for anticipated repairs.)

- Increases in contracts, professional services; plus the library is using more software (QuickBooks; human resources software); NOBLE library materials.
- The IT budget line includes website hosting, RFID costs, etc.
- Deferred capital projects: If those get funded, will that help with maintenance costs? Not necessarily but possible (especially in relation to HVAC). Carpet, roofing, and masonry capital projects would not offset regular operating expenses. (Building was inspected for energy savings. McDonald is waiting for the report.)

Lominac made a motion to accept the budget as presented as a draft for FY23; Gordon seconded.

The motion to accept the budget as presented was approved unanimously by roll call vote.

McDonald will share with Kevin and Steve, and will send feedback to trustees.

In-person meetings

- McDonald to ask about plans for in-person meetings in 2022.

Meeting adjourned at 7:59 PM.

Lominac made motion to adjourn meeting; Barrett seconded

The motion to adjourn was approved unanimously by roll call vote.