

Lucius Beebe Memorial Library  
Board of Library Trustees

**Meeting Date: October 26, 2022**

**Meeting Location: Library Conference Room and via Zoom**

**Trustees Present**

In-person: Jeff Quinn, Laura Cutone Godwin, Chris Barrett, Scott Staiti, Jackie Natale, Adam Rodgers

Via Zoom: Paul Gordon, Aimee Lominac

Staff: Catherine McDonald, Jackie Powers

Public Participation: Michael McLane

**Documents**

Agenda

Secretary's Report

Staff Reports

FY23 Operating Budget Status Report

FY23 Gifts and Grants Status Report

Flag Policy

Town Flagpoles Policy

FY24 Action Plan Draft

FY24 Budget

Library Organizational Chart

State Aid Compliance

FY22 Gifts and Grants

Preservation Needs Assessment Report

MBLC Preservation Assessment Grant

Wakefield Daily Item Digitization Project

Correspondence

**Quinn called the meeting to order at 7:03 PM.**

**Acceptance of Secretary's Report**

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

### **Staff Reports**

Godwin moved to accept the staff reports; Natale seconded. Motion was approved unanimously by roll call.

Discussion on how Dave assesses the roof for repairs, and future library tour for trustees.

IT Capital request that was denied: Library had requested \$14K but only \$10K was approved. The issue was small items that had previously been considered capital but are no longer. McDonald will get more information about what qualifies and what doesn't for future planning. Inexpensive capital expenses don't fit into the larger needs of the Town (ie, refrigerator for staff room).

Cybersecurity training (provided by the state) was critical for the staff. State simulated cyber attacks and the library avoided 100% of risks. Training was offered to the library through a grant.

### **Public Participation**

- Michael McLane: Town Council liaison to the library.

### **Correspondence**

- Email praising Alyssa Staples for her help and being a "gem".

### **Committee Reports**

#### **Budget**

- FY23 budget is on track. There has been a lot of staff turnover but personal service is fine.

#### **Building and Grounds**

- Need to draft the capital plan in the next month for submission to the Town. Roof will be a big item but there are other items.

#### **Friends**

Natale attended the last meeting.

- They're starting to collect books for the 2023 book sale.
- Fundraising sales are down (ie, membership, honey). Membership letter via WMGLD was delayed.

### **Gift Funds**

- No current issues.

### **Legislative Advocacy**

- We're in between cycles right now. Per NOBLE, everyone is on track to get funded what they need.

### **Personnel**

- Fully staffed!
- There's lots of turnover everywhere (ie, retirements, people moving away, people moving on to other opportunities).

### **New Business**

- Flag policy
  - Discussion about whether we need to include the Town of Wakefield flag since the Town doesn't currently have an official flag. Per McLane, there has been no recent discussion about a Town flag. Consensus to strike "or Town of Wakefield" from the second paragraph of the policy draft.
  - Staiti made a motion to accept the policy with the stricken language. Barrett seconded. Motion was approved unanimously by roll call.
- FY24 Action Plan
  - Required by the Mass Board of Commissions to qualify for grants.
  - Focus on getting back to basics (ie, providing more time for training) and ensuring consistent branding.
  - Discussion about highlighting "inclusion" within the plan. Looking at Goal 4 from an EDI (Equity, Diversity, Inclusion) perspective.
  - McDonald will update Action Plan Goal 5 (2.1.4.) by inserting an initiative that fosters EDI (ie, conduct audit).
  - McDonald is looking into sensory inclusive certification. The training prepares staff for assisting patrons with invisible disabilities (ADHD, PTSD, etc.).
  - The action plan directs the library but does not limit what the library can do.
  - Discussion around technology (Goal 2). Quinn noted that the best, most cost-effective way to stay ahead of technology is to be making consistent investments.
  - Rodgers made a motion to accept the action plan with the added language. Barrett seconded. Motion was approved unanimously by roll call.
- FY24 Budget

- Packet included a first draft. Per hearings, the Town is looking at 2.5% increases in personal services.
- The library's total increase would be 2.6%.
- For the past couple of years, the library has had money left over in Electricity and Gas lines so the plan is to not increase those.
- There's always something that is budgeted for but is not critical, so it may be shifted to another contractual service. For example, if we don't have any elevator issues, there may be money there that could be repurposed.
- Rodgers expressed concern about a 2.5% increase when some supplies are running at 9%-10% increases. McDonald explained that some lines (ie, Building Services) were increased more than 2.5% and that's on top of a higher increase last year.
- Increase in Office Supplies will cover some items not covered by Capital.
- Library wants to be in alignment in terms of process with the rest of the Town.
- McDonald will present this as a conservative budget to Town Hall.
- Gifts & Grants
  - Most places in a municipality do not have Gifts & Grants like the library. However, these resources look more significant than they are.
  - The money at First Financial Trust: only certain portions of it can be used.
  - We can use the State Aid however we like.
  - Restricted gifts covers printing paper.
  - Unrestricted can be used for anything.
  - Friends funding is determined by Friends approving the library's requests.
  - We have not had fundraising for several years because we haven't had Blossoms.
  - The Town does not pay for any programming or related supplies at the library (ie, paper, markers for children's arts & crafts programs). That is covered by Friends/gifts money/partnerships. This is about \$40K.
  - Building was renovated in 1998 and everything is starting to show its age. For example, new signage is needed to direct people within the building since collections have moved (estimate \$10K). Quality needs to be superior to match the current atmosphere. (Especially since we lack in other areas – ie, parking, large open spaces, etc).
  - Would like to direct any extra money toward preservation and digitization projects.
  - McDonald will offer this as a draft to the Town with our concerns, and seek guidance on how best to address those concerns. Each year, McDonald emphasizes that the library gets donations for special initiatives because donors know that the Town funds the operating expenses of the library.

- McLane suggested pointing out Gas and Electricity line items in the conversation with Town Hall.
- Godwin made a motion to approve the draft budget to be presented to the Town Administrator. Staiti seconded. Motion was approved unanimously by roll call.
- Preservation Assessment Report
  - Conducted via a grant that Jackie Powers secured.
  - McDonald and Powers thought the recommendations were fair and reasonable.
  - Powers has already applied for a LSTA (Library Services and Technology Act) grant to help with the implementation of these projects. (All libraries are trying to do projects like this.)
- Digitization Project
  - Digitizing The Daily Item. This is an excellent project for the library. This is more affordable to do now but it is still very expensive (approximately \$45K). There is concern about the microfilm wearing out.
  - Connect fundraising for this with the Blossoms, but would want the library to own this project so it is available to everyone.
  - Plan would be to go with one company who will work on an agreed upon number of microfiche rolls at a time.
  - Received bids from three companies all with very different pricing structures. The preferred company costs a lot upfront, but the library will own it. Hosting is a major consideration. (Boston Public Library is looking into this also so McDonald will keep an eye on their plans.)
  - Barrett made a motion to support the pursuit of preservation and digitization projects. Staiti seconded. Motion was approved unanimously by roll call.

**Items not reasonably anticipated by the chair**

- n/a

Next Trustees meeting is November 16th.

Staiti made a motion to adjourn the meeting; Barrett seconded. Motion approved unanimously by roll call.

Meeting adjourned at 8:29 PM.