

Lucius Beebe Memorial Library
Board of Library Trustees

Meeting Date: December 14, 2022

Meeting Location: Library Lecture Hall and via Zoom

Trustees Present

In-person: Jeff Quinn, Laura Cutone Godwin, Chris Barrett, Adam Rodgers

Via Zoom: Scott Staiti, Jackie Natale, Susan Wetmore

Staff: Catherine McDonald, Jackie Powers

Public Participation: n/a

Documents

Agenda

Secretary's Report

Staff Reports (November and December)

FY23 Operating Budget Status Report

FY23 Gifts and Grants Status Report

KultureCity document

Massachusetts Libraries State Aid

Capital Plan

FY24 Information Technology Five Year Plan

NOBLE documents

FY24 Action Plan

Flag Policy

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

Acceptance of Secretary's Report

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

Staff Reports

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

Discussion:

- The library was not using Twitter much and the staff member who was managing it has left the library, so a decision was made to deactivate it. Past Twitter correspondence has been archived by the Town via ArchiveSocial.
- No issue with the HVAC system transfer from AC to heat.
- All staff members passed the cybersecurity training.
- BeebeCon was a big hit with 300+ attendees. It drew participants from outside of Wakefield.
- Best local author event that the library has hosted.

Public Participation

- n/a

Correspondence

- n/a

Committee Reports

Budget

- No Trustees Gift Fund Summary this month. Catherine will schedule a January meeting with a First Financial Trust representative.
- No concern about the Tuition line item running above 50% at this time. On track to not exceed budget.

Building and Grounds

- AC to heat transition went smoothly.

Friends

Rodgers attended the last meeting.

- Their year-over-year membership numbers are on track.
- Raised \$2k in honor of Walter Creedon (a longtime, beloved library patron). In lieu of flowers, the family requested donations to the Friends
- Presented a \$35K check to the library.
- New shipment of honey in the works.
- Book Sale scheduled for the first week of June.

Gift Funds

- Scheduling January meeting with First Financial Trust representative.

Legislative Advocacy

- Per NOBLE, funding is on track.

Personnel

- Catherine's contract auto-renewed at the end of October for another three years.

New Business

- Capital Requests
 - The front roof over the old building (\$250K) is the only item listed for FY24. The Town has a roofer that handles the whole town. (The roof was last done in 1998.) Possibility of doing the front and rear roofs at the same time.
 - Masonry and other areas of carpet can wait. The Town is looking at the pointing of the front steps.
 - If we don't get the funding for the roof, we can redirect funds to other, smaller capital projects (ie, masonry, lighting project, etc.).
 - Catherine will meet with WMGLD and Julie Smith-Galvin about the recent sustainability report and implications for the library.
 - The front lawn sign would be paid for by the library, not capital. Have not been able to identify a vendor who could handle every aspect of the project. Catherine to follow-up with Sardella.
- FY24 IT Five Year Requests
 - FY23: The library requested \$13,727 but was only funded \$9,702. The impression is that it got cut in a committee but Catherine was not present. She will inquire about this.
 - Public computers are now considered materials for State Aid certification so Catherine was able to cover the amount that was not funded by the Town.
 - Barrett moved to accept the capital budgets as proposed; Staiti seconded. Motion was approved unanimously by roll call.
- Carpet Installation Closure
 - The earliest the carpet can be installed is the first week in January.
 - Staff and patrons are tripping over the current carpet.
 - Suggestion is to start on Tuesday, January 3rd through Sunday, January 8th.
 - This will impact the entire main floor which means there would be no way for patrons to circulate or enter the building via the Avon St entrance, and there will be no access to circulation.
 - Library staff will use one of those days (Friday) for their annual professional development day.

- The big concern is getting the message out.
 - Will announce this via Town, Daily Item, kiosks, website, e-newsletter, and social media.
 - Refer patrons to nearby libraries.
 - Due dates have been extended and there will be no fines.
 - Communication via phone and email between library staff and patrons will still be available.
- Some staff offices will be accessible but there is concern about the amount of odor in the building. If the odor is too strong, staff will work from home. PD is scheduled to take place in the library lecture hall.
- Catherine will communicate this to the Town tomorrow, to then be communicated to Town Council, Police/Fire Departments, etc.
- Barrett moved to close the library to the public January 3rd - 8th (reopening January 9th) for the carpet installation; Godwin seconded. Motion was approved unanimously by roll call.
- KultureCity
 - The January 6th staff professional development will be focused on sensory needs.
 - One other MA library (Randolph) has been certified. Other certified sites include Stone Zoo and Fenway Park.
- FY24 Action Plan
 - All edits have been incorporated.
- Flag policy
 - All edits have been incorporated.

Items not reasonably anticipated by the chair

- n/a

Next Trustees meeting is January 25th.

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

Meeting adjourned at 7:54 PM.