

Lucius Beebe Memorial Library
Board of Library Trustees

Meeting Date: February 15, 2023

Meeting Location: Lecture and via Zoom

Trustees Present

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

Staff: Catherine McDonald, Jackie Powers

Public Participation: Michael McLane

There was no participation via Zoom.

Documents

Agenda

Secretary's Report

Staff Reports

FY23 Operating Budget Status Report

FY23 Gifts and Grants Status Report

Trustees' Gift Funds Summary as of January 31, 2023

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

Acceptance of Secretary's Report

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

It was noted that Scott Staiti's was spelled incorrectly in the minutes.

Staff Reports

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

Discussion:

- Positive feedback to the *Daily Item* Archive.
 - The *Daily Item* can't stop us from digitizing the paper, but we will always be three months behind given the process so we won't be jeopardizing subscription sales.
- Monday's Town Council meeting went really well. There were no questions about the budget numbers. People are enjoying the library and people are using it.

Public Participation

- Michael McLane: at Monday's Town Council meeting he asked about the library's carpet project and the roof needs (to get that on everyone's radar).

Correspondence

- n/a

Committee Reports

Budget

- Moving along smoothly.

Building and Grounds

- No word from Sardella Signs. Barrett volunteered to follow-up with him.
- McDonald to call First Parish Church about their new sign which looks really good.

Friends

Wetmore attended the last meeting.

- Main concern is that membership is down. Discussed how to engage people to become members.
- McDonald has pushed membership because members are advocates.
- McDonald expressed concern about the sustainability of the book sale (planning, organizing, staffing) plus the minimalist trend of people not looking to keep lots of stuff (ie, books).
- Their coffers are pretty healthy. McDonald noted that she did not take money from them during the pandemic.
- There is a new person collecting the mail; if checks come in without noting "membership" it is being filed as a donation.
- Wetmore suggested that they do self-promotion of all that they do to support the library.
- Book drop was canceled because of the extreme cold.

- They're looking for space for storage and the book sale. They need to be out of Hurd after this year's book sale.
- McLane volunteered to look into what is happening with the Hurd.
- Next Friends meeting is March 9th (Barrett - primary, Godwin - back-up).

Gift Funds

- First Financial Trust will join our meeting next month.

Legislative Advocacy

- Legislative breakfast on Friday (2/17 at 8:00 am) at Peabody Public Library (in person).
- Censorship meeting will be held online.

Personnel

- The funding for the two existing positions with new contracts will be addressed by town article.
- Library is fully staffed.

New Business

- Blossoms 4 pm closure
 - Blossoms scheduled for Saturday 4/29/23.
 - McDonald requested a 4:00 pm closure on that day (rather than 5:00 pm) to set-up for the event.
 - Barrett made a motion to close the library at 4:00 pm on 4/29/23 for Blossoms; Staiti seconded. Motion approved unanimously by roll call.
- Trust Fund income
 - Unrestricted funds:
 - Trustees need to think about what to do with these funds.
 - Years ago, the focus was on technology because that wasn't part of the regular budget.
 - Typically, unrestricted funds are used for building projects but we don't have space to build and the renovation was well done.
 - Think about opportunities to enhance the library, but recognize it's a one-time fund.
 - Trustees to bring ideas to the next meeting.
 - Last time these were used was 2008/2009 because the town had only appropriated \$11K for books. If we hadn't used the trust funds, we wouldn't have been certified.

- Use the funds strategically to benefit current residents/patrons without jeopardizing future residents/patrons.
- Wish list items from McDonald: digital sign.
- Think about capital items that are small (under \$5K) or we know won't get funded (ie, reupholstering).
- The remainder of the Daily Item project will cost about \$40K.
- Masonry, roof, carpet are all capital projects. Painting is within the library's budget.

Items not reasonably anticipated by the chair

- Beebe Library is now certified as sensory inclusive. McDonald shared a link to KultureCity's website for details about their app. This is easy to accommodate and it's self-serve for the patrons who utilize it.
- White ribbon event on March 15th at 12:00 on library plaza.

Next Trustees meeting is March 15th. (CORRECTION: McDonald confirmed via email that the next meeting is March 22nd.)

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

Meeting adjourned at 7:44 PM.