

Approved 1/8/2024

**LIBRARY BUILDING MAINTENANCE COMMITTEE 2 December 2023**

Peg Bodine  
Chair

Horton Library  
Trustees

**Convened at:** 9:00am

**Present:** Peg Bodine, Helen Foyle, Dave Maher, Ellen Smith, Amy Vessella

**Purpose of the meeting:** Annual walk-through

**UPPER LEVEL—**

- Light in bathroom works unpredictably.
- Some can lights in the circ desk area are slipping out of the ceiling.
- Paint over “stage” area is flaking.
- Pendant light bulbs are out over circ desk and in children’s alcove.
- Service/electrical closet paint is flaking off in a major way.
- Leaks in “Sunny Reading Room” continue. Also lights in that upper landing.
- \*\*\*Tom Skowron checked the heating units in the attic on Sat. 9 Dec. and found them to be in working order.

**MAIN LEVEL—**

- Need to have new TV monitor mounted behind the circ desk
- Windows need to have screens pulled down.
- Young Adult Room needs better lighting.
- Fire panel is an ongoing issue—showing “Trouble Alert”
- Fire extinguisher inspection—26 November—all PASSED inspection.
- Elevator inspection—30 November—PASSED
- Defibrillator—Needs battery but is currently working.
- Bathroom—OK

**LOWER LEVEL—**

- Electrical closet—OK. Staff knows how to reset if power goes out.
- Outlet in reference room needs replacement
- First part of HVAC repair is done—condensate mini pump, cracked drain pan.
- Staff room—need to keep boxes etc. away from walls to avoid mold issue.
- Faucet in one of the bathrooms is not working.
- Exterior/emergency door in Local History room. is hard to open
- Need to keep snow away from outside that door.
- Small buckle in plaster next to newspaper cabinet.

**LIBRARY TRUSTEES MEETING 4 December 2023**

Approved 11/8/2024  
Peg Bodine, Chair  
Haston Library Trustees  
page 1 of 2

**Present:** Peg Bodine, Ellen Smith, Betty Wuelfing, Amy Vessella

**Remote:** Harbour Fraser Hodder, Tom Skowron

**Absent:** Carol Kelley

**Convened at:** 6:00 pm

**Minutes of 6 Nov. 2023 regular meeting were approved.**

**Minutes of Special Meeting of 27 Nov. 2023 were approved.**

**Librarian's Report**

**December 4, 2023**

**Circulation:**

		2022	2023
November 2023	All Items circulated from this library	1363	1554
	NB Items circulated	1295	1376
	Checkouts Overdrive	370	423

**WIRELESS STATISTICS:**

TOTAL UNIQUE CLIENTS 77

AVERAGE # OF CLIENTS PER DAY 7

AVERAGE USAGE PER CLIENT 1.72 GB

NUMBER OF CLIENTS TO REQUEST PAGE 68

NUMBER OF CLIENTS GRANTED ACCESS 56

**Financial Report:**

<b>Account</b>	<b>8/31/23</b>	<b>9/30//23</b>	<b>10/31/23</b>	<b>11/30/23</b>
<b>Balances as of:</b>				
Salary Account	75,231.92	68,551.02	61,975.64	52,138.16
Library Expense Acct.	31,691.35	27,876.62	22,367.63	20,462.31
State Grant	1,192.69	890.19	391.19	4.00
Gift Account	1,797.62 2,514.91 (Salem bequest)	2,882.78 2,073.11 (Salem bequest)	2,042.69 1,981.31 (Salem bequest)	5,022.69 1,859.68 (Salem bequest)
Child Book Gift	625.29	625.29	625.29	625.29
Trust Funds (expendable)	16,720.48	16,720.48	16,720.48	16,720.48

**November Activities and Programming:**

- November was a quiet month for programming.
- The Craft Night for Adults program for November was *CD Tealight Candle Holders* and the Movie Discussion selection was *Christmas in Connecticut*. Unfortunately, the craft program was canceled due to a lack of registrations. The movie discussion was a hybrid meeting, a first for this group.
- The Book Club discussed *Caste: The Origins of our Discontents* by Isabel Wilkerson. They had 9

people in attendance for the hybrid meeting.

- Blue Cross held a presentation about Medicare on November 2<sup>nd</sup>.
- Brianna held story time each Tuesday and had a total attendance of 53 children and adults.

**Other News:**

- My application for a scholarship to attend the Public Library Association conference in Columbus, Ohio on April 3-5, 2024 was approved. The library will be reimbursed up to \$2500.00 for my attendance at the conference, related expenses, and funding for extra staff coverage during my absence. I am looking forward to attending and getting some fresh new ideas to improve our service to the public.
- We have welcomed two new adult volunteers. They will be working on Monday or Thursday afternoons. We are very appreciative for their help!

**Coming events:**

- **Monday, December 11th:** Jeff Belanger will be presenting The Fright Before Christmas.
- **Thursday, December 14<sup>th</sup>:** Craft Night for Adults will feature book page ornaments.
- **Saturday, December 16th:** The children's department will host Gariné Arakelian of Kulina Folk Art for the soap-making program Feliz Naviduckie.

**Building Maintenance:**

- The fire extinguisher and sprinkler system inspections were completed on November 28<sup>th</sup>. Thankfully everything is in good working order and we should be all set until next year.
- Renaud completed the PM Deficiency repairs on November 28<sup>th</sup>. Replacement of the dual temperature pumps is scheduled for Dec. 26 and 27<sup>th</sup>.
- The elevator inspection took place on November 30<sup>th</sup>.
- Roger will be out of work until approximately December 18<sup>th</sup>. Tom Minor, the custodian for the town offices, will be filling in until Roger's return.

Respectfully submitted,  
Amy Vessella

**Old Business:**

- ARPA funding was approved by the ARPA Committee. Ashley Barre will contact Chairman Ethan Melad to request the decision in writing to pass to the Select Board.
- Digitalization of the trustees' minutes is a proposal that will be revisited in the future.

**New Business:**

- Department heads will meet Monday, December 11 to discuss "budget adjustments" that will need to be made. Letter from Select Board suggests belt-tightening now as much as possible to prepare for FY'25 cuts
- Changes to trustees meeting schedule for 2025: From Feb. through May, meetings will be first Thursdays at 6:00 pm (Feb. 1, March 7, April 4, May 2).

**Adjourned: 6:28 pm**

**NEXT MEETING: Monday 8 January 2024 at 6:00 pm**