

LIBRARY TRUSTEES MEETING 2 November 2022

Meeting convened at: 7:02 pm

Present: Peg Bodine, Dave Maher, Tom Skowron, Ellen Smith, Betty Wuelfing, Dawn Thistle

Remote: Harbour Fraser Hodder

Absent: Scott Norrie

Minutes of the October meeting were approved.

Librarian's Report

November 2, 2022

Circulation:

	2021	2022
October 2022 All Items circulated from this library	1436	1403
NB Items circulated	1304	1386
Checkouts Overdrive	375	363

Financial Report:

<u>Account</u>	7/31/22	8/30/22	9/30/22	10/31/22
Balances as of:				
Salary Account	72,158.76	63,533.16	57,752.16	51,952.80
Library Expense Acct.	38,337.82	33,401.84	30,613.48	24,907.34
State Grant	218.79	218.79	218.79	64.92
Gift Account	713.45	68.28	260.28	-499.03 6,987.20 (Salem bequest)
Child Book Gift	625.29	625.29	625.29	625.29
Trust Funds (expendable)	16,720.48	16,774.61	16,774.61	16,774.61

The town Accountant has not yet been able to roll over the FY22 accounts, so I have not been able to reconcile my numbers each month this FY. I have separated the gift account funds so that I can track use of the \$10,000 Salem bequest money. The Friends of the Library voted on October 20 to gift \$5000 to the library. When that is added to the "regular" gift account, you will not see any numbers in the negative.

On October 27, Ellen and I met with the NB Finance Committee to make a presentation proposing an increase in salary for the position of Library Director. Committee members seemed interested and even sympathetic, but we will not know for some time whether they will be able to find the funds for the increase.

October Activities and Programming:

October has been a busy month with several programs! Two author programs, *Walking to Wachusett*, with Bob Young (October 4) and *Leaving Coy's Hill* with Katherine Sherbrooke (October 12), were well attended. The Sherbrooke presentation was a zoom/in-person hybrid which fully tested our new network. The Haston Arts Club gathered on October 17 to make covered primitive boxes, with Louise Meierdierks. Their second workshop for completing their projects will take place on November 7.

Halloween was very busy this year. Dawn and Bri participated in the Coalition for a Healthy North Brookfield's Family SpookFest on October 23. Bri hosted a Teen Tarot Reading on October 27, but sadly only one teen came. On October 28, 19 people attended an adult séance and tarot reading program by Mme. Dina LeDuke, and on Saturday, October 29, Bri held the 2nd annual Children's Halloween Party.

The Book Group met in-person and via ZOOM on October 25 to discuss *The Sun Also Rises*, by Hemingway. The discussion was lively and continued for another week via email! The Adult Coloring group met once.

In October, Brianna's Tuesday Storytime has regularly had 7 children and 7 adults. Community Connections had 2 programs with 12 kids and 10 adults each.

The Friends met on October 20. We discussed a variety of ideas for fundraising. Twelve members attended—the largest group in a very long time!

Brianna and I applied for a total of 5 NB Cultural Council Grants, and a couple of other grant proposals were submitted for programs to take place here. We'll see what the Cultural Council gives us!

On October 27, I received an email informing the library of the Town's new social media policy. Most of it is simple to deal with, but there are a few sections that require us to make some changes in how we post to Facebook and Instagram (the 2 social media platforms we are currently using). I haven't had time to figure it all out yet, but I'm thinking about it. We'll need to add some language to our sites.

Building Maintenance:

On October 6, CW MARS technical staff came and installed a new network and switch. Now both the CW MARS and public computers are on the same switch, and we are back to one wireless network. Users do not need to use a password, but they must agree to the policies on an initial splash page. So far, the wireless seems to work everywhere in the building, and especially in the meeting room which did not have internet access before. Yay! This network upgrade was funded with ARPA grant funds and some of the Salem Bequest money.

The Fire Department came for its annual inspection on October 22. Some members of the Building Maintenance Committee also attended. The inspection went well, with only a few items needing attention:

- CPR/AED and Fire Extinguisher training (CPR/AED is scheduled for Nov. 16)
- AED maintenance and signage (signage ordered)
- Clean out electrical closet
- Post elevator emergency number in elevator room (it used to be there; not sure where it went!).

The state elevator inspection is scheduled for this Friday (11/02). Fire extinguisher/sprinkler system inspection is scheduled for Nov. 30.

A couple of the staff printers stopped working a few months ago due to a Microsoft upgrade. We worked around the problem until October 26, when CW MARS assisted remotely with installing new printer drivers and correcting some settings.

Respectfully submitted,
Dawn Thistle

Old Business:

- Motion to approve amended Library Director job description was approved unanimously.
- Motion approved unanimously to post the Director position beginning December 1, 2022. The ad will include the town's population figure. The ad will state: See library website (www.northbrookfieldlibrary.org) for complete job description. The salary range will be included in the ad when we hear back from the FINCOM/Select Board.

New Business:

- Members of the Board who were present at the meeting signed/witnessed the acknowledgements of receipt of the town's new social media policy.
- In the event that we do not have a suitable candidate for the Director position, we will need a "contingency plan" beginning March 1, 2023. Ideally Brianna and Gabby would fill in on a temporary basis pending the hiring of a permanent Director.

Adjourned: 8:27 pm

NEXT MEETING: Wednesday 7 December 2022 at 7:00 pm

Respectfully submitted,
Ellen Smith, Secretary