

Approved 1/4/2023
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 Peg Bodine
 Chair, Trustees

LIBRARY TRUSTEES MEETING 7 December 2022

Meeting convened at: 7:06 pm

Present: Peg Bodine, Harbour Fraser Hodder, Scott Norrie, Tom Skowron, Ellen Smith,
 Betty Wuelfing, Dawn Thistle

Absent: Dave Maher

Guest: Kathy Crevier (FinCom)

Minutes of the November meeting were approved.

Librarian's Report

December 7, 2022

Circulation:

		2021	2022
November 2022	All Items circulated from this library	1429	1363
	NB Items circulated	1187	1295
	Checkouts Overdrive	293	399

Financial Report:

<u>Account Balances as of:</u>	8/30/22	9/30/22	10/31/22	11/30/22
Salary Account	63,533.16	57,752.16	51,952.80	46,130.16
Library Expense Acct.	33,401.84	30,613.48	24,907.34	22,563.25
State Grant	218.79	218.79	64.92	6,089.54
Gift Account	68.28	260.28	-499.03 6,987.20 (Salem bequest)	3,525.89 6,897.20 (Salem bequest)
Child Book Gift	625.29	625.29	625.29	625.29
Trust Funds (expendable)	16,774.61	16,774.61	16,774.61	16,774.61

With the hiring of a new Library Director, the Finance Committee agreed to increase the salary to \$24/hour. Because of a communications snafu, we did not get our request on the Dec. 2 Town Meeting warrant. Peg is working with the Selectboard to determine next steps.

November Activities and Programming:

- Nine members of the Haston Arts (and Crafts) Club met on Nov. 7 to complete their primitive oval boxes, and 5 crafters created Christmas cards with Rhonda Brault on Nov. 14. The Coloring Group met once, and the Book Group met in-person and via ZOOM on November 29 to discuss *The President and the Freedom Fighter*, by Brian Kilmeade.
- Brianna's Tuesday Storytime attendance was down a bit, and Community Connections had 3 programs with a total of 27 kids and 19 adults.
- The Friends met on November 17. We planned the annual Letters for Santa event on December 4 and have added a fundraising element: a Cookie Walk. People can purchase from a wide

variety of cookies baked by the Friends, \$5 for ½ pound or \$8 for 1 pound. We'll see how it goes! Piano students from Melissa Quillitisch's OnQ Studio will be performing holiday music again this year.

- As described in an earlier e-mail, we are now including a disclaimer on Facebook, per the Town's new Social Media Policy. It reads:
- The North Brookfield Public Library Facebook page has been created to share information about the services and activities of the Haston Free Public Library, a department of the Town of North Brookfield, MA. For more information about the library, please go to: <https://northbrookfieldlibrary.org/>. For more information about the Town of North Brookfield, please go to: <https://www.northbrookfield.net/>.
- Any content posted or submitted to this site is subject to public disclosure. In addition, users of this site are subject to Meta's Terms of Service.
- On November 16, Dawn, Bri, Gabby and Lisa attended CPR/AED training at the Fire Station with Keith Marshall. We all now have our certificates!

Coming events:

Monday, December 12 at 5:30—Jezyki Paper Star ornaments with Brianna Lamb

Monday, January 9 at 5:30 —Shibori Fabric Dyeing

Thursday, January 12 at 6:30—Dave Brown, **Food for Thought**, pt. 2

Thursday, January 26 at 6:30— Ronny LeBlanc, **Bigfoot in Massachusetts**

Building Maintenance:

- The elevator was inspected on November 4. On November 30, the fire extinguishers and sprinkler system were inspected. Also on November 30, Renaud came to complete its fall preventive maintenance, including replacing all filters. They also sent a sample of the chiller fluids to Gurney Water Treatment so that they could determine the amount of glycol needed to protect the chiller during extremely low temperatures. It appears that the glycol percentage has dropped to 21%. Gurney will replace it with 95% concentrate. This will cost either \$1765 or \$2000, depending on whether we decide to keep the old fluids on site (more on this at the meeting).
- Responding to the Fire Department inspection, in addition to our CPR/AED training, I have ordered a sign and a new charger for the AED, cleared the boxes out of the electrical closet and made sure the elevator emergency number is posted in the elevator closet. The only thing left on their list is to get trained in the use of the fire extinguishers; I will contact Chief Holway about that.
- The fire alarm system is once again acting up; I will have to contact Citizen Security about sending someone out to determine what the problem is.
- Boiler inspection showed need for carbon monoxide detector—Dawn has ordered one.
- Finally, on December 1, staff from the Mass. Department of Corrections will come to confirm my measurements for shelves needed to replace missing shelves in the media and young adult areas of the library. They have submitted a preliminary quote for \$420 to cut and finish 11 shelves.

Respectfully submitted,
Dawn Thistle

Old Business:

- \$24/hour salary approved by FinCom and Selectmen. \$5,000 needed to cover coverage in FY'23 budget will come from the Reserve Account.
- Director job posting went out December 1st and will be on the MBLC site for 6 weeks—until January 15th and can be extended if necessary. We'll probably need an additional meeting to review and prepare for interviews to follow.

New Business:

ARPA funds—Kathy Crevier of FinCom suggested that ARPA funds might be used to address roof/masonry issues. This had been brought up by another member of the FinCom. Dawn had read the ARPA guidelines and did not see such an expenditure in the list of costs that might be covered. She will research further.

Adjourned: 8:02 pm

NEXT MEETING: 4 January 2023 at 7:00 pm

Respectfully submitted,
Ellen Smith, Secretary