

Approved May 15, 2023

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Peg Bodine
Chair, Trustees

LIBRARY TRUSTEES MEETING 3 April 2023

Meeting convened at: 6:06 pm

Present: Peg Bodine, Ellen Smith, Dave Maher, Tom Skowron, Betty Wuelfing, Amy Vessella

Absent: Scott Norrie, Harbour Fraser Hodder

Minutes of the March meeting were approved.

Librarian's Report

April 1, 2023

Circulation:

	2022	2023
March 2023 All Items circulated from this library	1752	1953
NB Items circulated	1654	1779
Checkouts Overdrive	364	455

WIRELESS STATISTICS:

TOTAL UNIQUE CLIENTS 132

AVERAGE # OF CLIENTS PER DAY 8

AVERAGE USAGE PER CLIENT 444.5 MB

NUMBER OF CLIENTS TO REQUEST PAGE 108

NUMBER OF CLIENTS GRANTED ACCESS 87

Financial Report:

<u>Account</u>	12/31/22	1/31/23	2/28/23	3/30/23
Balances as of:				
Salary Account	40,379.67	31,762.86	25,886.04	19,703.16
Library Expense Acct.	17,653.39	13,016.36	10,463.82	7,855.63
State Grant	5,531.38	1,715.96	225.73	217.27
Gift Account	2,359.81	2,359.81	1590.99	3120.83
	6,852.20	5,922.30	5,922.30	1,626.49
	(Salem bequest)	(Salem bequest)	(Salem bequest)	(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	16,720.48

March Activities and Programming:

- On March 7th, Jeff Snow presented the musical program "The Softer Side of Celtic". It was well received by those in attendance. On March 15th we had a seed starting program presented by Roberta McQuaid with 7 people in attendance. Unfortunately, the Wine Tasting at Agronomy Farm Vineyard that was planned for March 23rd had to be canceled due to a lack of registrations.

- This month the book group read *The Diamond Eye* by Kate Quinn. The meeting was a hybrid meeting, with some members choosing to participate over Zoom. We received good feedback about the new OWL camera that was used for this meeting. This technology is proving to be a wonderful resource for the library.
- Brianna's Tuesday Storytime took place each week, except for the day of the weather closure on March 14th. On March 7th she had a great turnout of 18 children and 10 adults! Community Connections continues to have the weekly Books & Blankies program, which is well attended each week.

Other News:

- I have consolidated all the new fiction and new non-fiction into the "New Book Alcove" areas and reduced their "new" status to 6 months. I hope that new non-fiction circulation numbers will improve by having the collection in one place. This also increased our display space for new DVDs.
- I am also working on the newsletter, which will resume with the May issue.

Coming events:

- **Tuesday, April 4th at 10:30 AM and Saturday, April 8th at 10 AM:** Brianna will be hosting an Easter Egg Hunt.
- **Monday, April 23rd at 6:00:** We will have the first meeting of our monthly Movie Discussion Group. We will discuss the 1955 Alfred Hitchcock film, *To Catch A Thief*.
- **Saturday, April 29th:** Soapmaking Workshop with Garine Arakelian of Kulina Folk Art

Building Maintenance:

- March saw continued issues with the fire alarm system giving trouble and battery alerts. Troy Brown came and replaced the batteries, as they were at the end of their service life. After the battery replacement failed to fix the problem, Citizen Security came out to assess the issue. They found a blown fuse in the system. They replaced the fuse with the hope that this was the cause of the alerts.
- Unfortunately, the trouble alerts continued. I was then advised by Citizen Security to call the company that installed the panel. I contacted Fire Detection Systems and scheduled a service call. The technician determined that there were some loose connections in the speaker circuit board. He tightened the connections but was skeptical it would help. He stated that if this did not solve the problem we would need to replace the whole speaker circuit board.
- It appears that the frequency of alerts has diminished. However, I am still getting them several times a week.
- Additionally, the Fire Detection Systems technician stated that the display on our panel was on its way out and would likely need to be replaced in the next year or two. This repair would be quite costly. Some consideration needs to be given to whether or not it is worth it to spend the money to repair it, or to replace the aging system altogether.
- Troy Brown gave us an estimate of \$868.00 to replace 12 existing recessed can lights within the upstairs circulation desk area, as well as install LED lights.

- Roger has informed me that our vacuum cleaner has died and that it needs replacing. I am currently discussing replacement options with him. Our previous vacuum was a SEBO brand, which has an estimated replacement cost of \$800-\$1100. I have found some well-rated commercial vacuums by other makers in the range of \$400-\$500.

Respectfully submitted,
Amy Vessella

Old Business:

- Remote participation has been signed into law and valid through March 31, 2025
- Motion approved to form a subcommittee to gather information on Library Director contracts from area towns of similar size.
- Motion approved to appoint Peg, Dave, and Ellen to the Library Director subcommittee.
- The annual Friends May Festival is scheduled for Saturday, May 6th from 10:00—2:00.

New Business:

- Amy is seeking to create a more welcoming space for the Young Adult patrons, possibly utilizing the current Lower Level space where the large table is now located. The teens currently have access to the Meeting Room when it is not being used for meetings.
- Amy mentioned the possibility of installing cameras to monitor various areas of the library including space for the YA patrons. She will research options and share with the Board.
- The annual Massachusetts Library Association conference is being held May 8th in Falmouth. Motion approved to use funds from the expendable portion of the trust funds or the Salem bequest to cover the cost of registration and mileage for Amy, Brianna, and Gabby to attend the conference.

Adjourned: 7:34 pm

NEXT MEETING: Tuesday 2 May 2023 at 6:00 pm

Respectfully submitted,
Ellen Smith, Secretary