

LIBRARY TRUSTEES MEETING 15 May 2023

Approved 6/12/2023
Peg Bodine, Chair
Haston Public Library
p. 1 of 3

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

Absent: Harbour Fraser Hodder

Convened at: 7:05 pm

Annual Board reorganization: Amy convened the meeting and requested nominations for the position of Chairperson. Ellen nominated Peg Bodine, Tom seconded. The affirmative vote was unanimous. Peg then requested nominations for Vice Chair and Secretary. Betty was elected Vice Chair and Ellen was elected Secretary. Both votes were unanimous. Peg welcomed new Board member Carol Kelley and distributed a card for member signatures to recognize and thank Scott Norrie for his fifteen years of faithful service as a member of the Board.

Minutes of the April meeting were approved.

Librarian's Report

Circulation:

		2022	2023
April 2023	All Items circulated from this library	1604	1556
	NB Items circulated	1533	1387
	Checkouts Overdrive	374	401

WIRELESS STATISTICS:

TOTAL UNIQUE CLIENTS 97

AVERAGE # OF CLIENTS PER DAY 6

AVERAGE USAGE PER CLIENT 388 MB

NUMBER OF CLIENTS TO REQUEST PAGE 74

NUMBER OF CLIENTS GRANTED ACCESS 54

Financial Report:

<u>Account Balances as of:</u>	1/31/23	2/28/23	3/30/23	4/30/23
Salary Account	31,762.86	25,886.04	19,703.16	13,263.72
Library Expense Acct.	13,016.36	10,463.82	7,855.63	4,372.01
State Grant	1,715.96	225.73	217.27	6,217.87
Gift Account	2,359.81	1590.99	3120.83	1,883.21
	5,922.30 (Salem bequest)	5,922.30 (Salem bequest)	1,626.49 (Salem bequest)	
Child Book Gift	625.29	625.29	625.29	625.29
Trust Funds (expendable)	16,774.61	16,774.61	16,720.48	16,720.48

April Activities and Programming:

April was a quiet month for programming. We had our first meeting of the Movie Discussion Group on 25th, with 3 people in attendance. We discussed *To Catch a Thief*. Those attending gave positive feedback about the

group and plan on coming to the next meeting.

This month the book group read *Why Fish Don't Exist* by Lulu Miller. The meeting was a hybrid meeting, with some members choosing to participate over Zoom.

Brianna's Tuesday Storytime took place each week, with a total attendance of 64 children and their caregivers. Community Connections had a total attendance of 56 children and caregivers for their 2 meetings of Books & Blankies.

Brianna's Ducky Soap program was postponed due to a lack of registrations. She is rescheduling it for a date in August.

Other News:

The May newsletter is now published and available. It has a new format, which I hope patrons will find appealing and informative.

The CD collection has been weeded and relocated to the DVD area. Additionally, paperback books have been relocated to keep the shelving area in front of the desk focused on media resources.

I have completed the first of my BLT training courses, Reference, as required by the MBLC.

Brianna has started a library TikTok account.

Coming events:

Tuesday, May 22nd at 6:00 PM: The Movie Discussion Group will be talking about the 1989 film *Dead Poets Society*, starring Robin Williams.

Saturday, June 3rd at 10:00 AM: John Hedly, a member of the Worcester County Beekeepers Association, will present *The Importance of Bees*. Topics include artifacts and information about how to start a beehive, collecting honey, the physical structure of a beehive, the bee colony and its organization, bee chores in and out of the hive, and the importance of pollination.

Building Maintenance:

On May 1st, Verizon came out to take a look at the telephone lines after Citizen Security confirmed that the fire alarm test signal alerts were due to a phone line issue. They determined the problem was in the street, rather than something in the building. The technician said that Subway and the hair salon were also experiencing problems. He also said someone would be out there to fix it as soon as possible. I am happy to report I have not received a test signal alert since then and only infrequent and intermittent low battery and trouble alerts.

I called Fire Detection Systems on April 27th to request a quote for the work to the fire alarm panel and for security cameras on the main floor and basement level. On May 4th, Joe came to take a look at our fire alarm panel to discuss replacing the circuit boards that are wearing out. He stated that replacing the whole panel was not necessary or cost effective. He called the unit we have a "workhorse" and recommended repairing it. We also discussed security camera installation for the basement floor and circulation area and he will provide us with an estimate after I provide him with the wiring diagrams from the renovation and expansion project.

I have called Renaud for the winter to summer switch over of the HVAC system and Raymond James Restoration/ Bernard Roofing for the annual roof inspection.

Respectfully submitted,
Amy Vessella

Old Business:

- Amy will continue to investigate cameras that might be appropriate to observe certain areas of the library.
- Director Contract Sub-Committee—Peg, Dave, and Ellen reported on research into contracts for Directors at libraries in our area and also those in other areas of the state that are in similar sized communities. Elements of the MBLC sample document are reflected in a number of those contracts. The sub-committee will meet Thursday, May 18th at 3:00 pm to continue the process of developing a Director employment contract.

New Business:

- Amy presented a draft of a Patron Behavior Policy for members consideration. The draft will be discussed at the June meeting.
- Library website—Amy proposed an updated website and demonstrated its features via laptop. An important aspect of the site is its “mobile device compatibility” which would be an important upgrade from our current site. The cost of maintaining the site would be approximately \$200 annually. A motion was made and approved to go forward with completing development.
- Need for a method to alert staff that a handicapped person wishes to enter the library through the main door. Dave proposed installation of a bell which all agreed would be a cost-effective means of addressing this issue.

Adjourned: 7:10 pm

NEXT MEETING: Monday 12 June 2023 at 6:00 pm

Respectfully submitted: Ellen Smith, Secretary