

LIBRARY TRUSTEES MEETING 12 June 2023

*Peg Bodine
Chair, Harbor Trustees*

Present: Peg Bodine, Carol Kelley, Dave Maher, Betty Wuelfing, Amy Vessella

Remote: Tom Skowron, Ellen Smith

Absent: Harbour Fraser Hodder

Convened at: 6:01 pm

Minutes of the May meeting were approved.

Librarian's Report

Circulation:

		2022	2023
May 2023	All Items circulated from this library	1774	1655
	NB Items circulated	1642	1396
	Checkouts Overdrive	457	447

WIRELESS STATISTICS:

TOTAL UNIQUE CLIENTS **118**

AVERAGE # OF CLIENTS PER DAY **9**

AVERAGE USAGE PER CLIENT **403.1 MB**

NUMBER OF CLIENTS TO REQUEST PAGE **93**

NUMBER OF CLIENTS GRANTED ACCESS **71**

Financial Report:

<u>Account</u>	2/28/23	3/30/23	4/30/23	5/31/23
Balances as of:				
Salary Account	25,886.04	19,703.16	13,263.72	10,979.88
Library Expense Acct.	10,463.82	7,855.63	4,372.01	1,701.26
State Grant	225.73	217.27	6,217.87	4,340.39
Gift Account	1590.99	3,120.83	1,883.21	1,350.35
	5,922.30 (Salem bequest)	1,626.49 (Salem bequest)	1,536.49 (Salem bequest)	3,234.83 (Salem bequest)
Child Book Gift	625.29	625.29	625.29	625.29
Trust Funds (expendable)	16,774.61	16,720.48	16,720.48	16,720.48

May Activities and Programming:

- The Movie Discussion Group met on May 22nd, with 4 people in attendance. We discussed *Dead Poets Society*. The group selected a movie for the month of June.
- This month the book group read *Daughter of Fortune* by Isabel Allende. The meeting was a hybrid meeting, with some members choosing to participate over Zoom. The book received favorable ratings overall.
- Brianna's Tuesday Storytime took place each week and was well attended. Community Connections had

a total attendance of 60 children and caregivers for their 2 meetings of Bee Ready.

Other News:

- Four of the public access PCs that were located on the lower level have now been relocated to the main floor. Two were set up in the reading room and two are set up in the young adult area. I ordered USB Wi-Fi adapters to connect two of the computers to the internet. The other two computers were able to connect through the ports on the floor. CWMARS came out to change the connections on the switch for the wired internet access points and set up the Wi-Fi access computers to connect to the secure network. The internet is now working on all four PCs. This change will make it much easier for patrons to ask for help if they are having an issue while on a computer.
- We have changed the loan period terms for the mobile hotspots. Due to a strong demand for them, and for fairness, we are no longer allowing a renewal after the initial 2-week loan period and a household is only allowed to borrow a hotspot once a month.
- I have installed a doorbell at the front door, as we discussed at our last meeting.
- The staff attended the MLA conference in Falmouth on May 8th. Everyone reports that they learned a lot and had a great time. We thank the Trustees for giving us the go ahead to close the library for the day so that we could attend.
- I am continuing to work on the new website and anticipate its launch day to be July 1st, which will coincide with the start of our new hours. The website may be down on June 30th as I work to get our URL to point to the new site.

Coming events:

- **Saturday, June 24th** Brianna's Summer Reading program officially starts with a kick-off event.
- **Tuesday, June 27th at 6:00 PM:** The Movie Discussion Group will be talking about the 1963 film *It's a Mad, Mad, Mad, Mad World*.
- **Tuesday, June 27th at 7:00 PM:** The Book Club will meet to discuss *The End of Ice* by Dahr Jamail
- **Thursday, July 6, 13, 20, and 27th at 6:00 PM:** We will be hosting a "Paint a Nesting Doll" craft series to launch our new monthly Craft Night for Adults program. Amy will lead the program.

Building Maintenance:

- The month of May saw repeated issues with our VoIP phone system. Phones were down for approximately a week as I went back and forth trying to troubleshoot the problem with TPX, CWMARS, and Verizon. CWMARS informed me that our phones were not connected to their network. Verizon said our internet was working fine so the VoIP phones were not having issues due to anything on their end. TPX told me we needed to change some settings and to call our IT department, which was less than helpful. Thankfully, Ashley at the Board of Selectmen got me in touch with the computer network professionals that the town uses for other departments. CM Geeks came out and diagnosed that our router was not functioning properly. After they replaced the bad router, the phones started working again and have thankfully been working since.
- Coincidentally, our fax machine line also ceased to work at about the same time that the phones went down. I called Verizon and they informed me that the problem was in the street. They fixed whatever the issue was, and the fax was up and running again. However, in recent days we are back to not having a dial tone. I am considering getting a self-serve fax kiosk that requires no maintenance and is free to have in the library.

- Raymond James Restoration/ Bernard Roofing completed the annual roof inspection. Some of the mortar joints are cracking and will need to be repaired, as well as some of the flashing on the tower. It was indicated that it looks like the wrong type of mortar was used the last time that it was done. I was informed that this would be a costly repair that we would need to budget for. I am planning on submitting the estimate to Bill King in the hopes that some of the ARPA funds could help defray the cost of this expense. I also spoke with Jeff Samuelson about the long-standing leak with the tower and he is going to stop by the library to take a look at what has accumulated for water in the catch basin.
- He believes there is an upward draft causing rain to get in under certain windy/stormy conditions. He is going to provide me with an estimate to do a more extensive investigation, which will require the removal and replacement of more slate.

Respectfully submitted,
Amy Vessella

Old Business:

- Patron Behavior Policy was discussed. Amy composed a very thorough policy draft. Peg mentioned a video featuring a Massachusetts public library which featured a “First Amendment” group that visited the library and spoke to library staff and took video of some patrons causing one patron to become quite agitated. Peg brought this up to illustrate the type of issue that might arise regarding “patron behavior”. Amy will review the Patron Behavior policy with library staff once it is approved. Everyone will be made aware of potential situations that may arise and how to deal with them effectively.
- Library Director Contract draft—Peg, Dave, and Ellen presented the draft and Peg ran through the details. Motion to send the draft along to town counsel, Brian Reilly, was approved unanimously.
- Director evaluation—Amy will be informally evaluated at the 6-month mark at the September 2023 trustees meeting and she’ll outline her goals for the coming year at that time. The six-month evaluation will be in the form of a discussion among Board members and Amy. All Trustees are encouraged to provide feedback.

New Business:

- Meeting Room Policy—Amy is working on a revised policy. She went over the details of her revisions.
- Schedule of upcoming meetings: No meetings in July or August unless needed. The September meeting will be Sept. 11th at 6:00 pm (the first Monday in Sept. is Labor Day). There will be a vote on the Patron Behavior Policy and discussion of the Meeting Rooms Policy. Thereafter the Board will meet on the first Monday of each month at 6:00 pm.

Adjourned: 6:55 pm

NEXT MEETING: Monday 11 September 2023 at 6:00 pm

Respectfully submitted,
Ellen Smith, Secretary