

LIBRARY TRUSTEES MEETING 11 September 2023

Present: Peg Bodine, Carol Kelley, Dave Maher, Ellen Smith, Amy Vessella
Remote: Tom Skowron
Absent: Harbour Fraser Hodder, Betty Wuelfing
Convened at: 6:00 pm

Approved 10/2/2023
Peg Bodine, Chair
Haston Library Trustee
page 1 of 4

Minutes of the June 12th meeting were approved.
Minutes of the Aug. 28th Special Meeting (Executive Session) were approved.

Librarian's Report **September 11, 2023**

Circulation:		2022	2023
August 2023	All Items circulated from		
	this library	1899	1969
	NB Items circulated	1805	1795
	Checkouts Overdrive	399	426

WIRELESS STATISTICS:

TOTAL UNIQUE CLIENTS **130**
AVERAGE # OF CLIENTS PER DAY **10**
AVERAGE USAGE PER CLIENT **599.4** MB
NUMBER OF CLIENTS TO REQUEST PAGE **101**
NUMBER OF CLIENTS GRANTED ACCESS **75**

Financial Report:

<u>Account</u>	5/31/23	6/30/23	7/31/23	8/31/23
<u>Balances as of:</u>				
Salary Account	10,979.88	2,085.00	81,831.04	75,231.92
Library Expense Acct.	1,701.26	67.64	38,411.63	31,691.35
State Grant	4340.39	1,192.69	1,192.69	1,192.69
Gift Account	1350.35	1,617.43	1,987.20	1,797.62
	3234.83	2,698.51	2,652.61	2,514.91
	(Salem bequest)	(Salem bequest)	(Salem bequest)	(Salem bequest)
Child Book Gift	625.29	625.29	625.29	625.29
Trust Funds (expendable)	16,720.48	16,720.48	16,720.48	16,720.48

June-August Activities and Programming:

- Summer was a busy time for programming here at the library!
- On June 3rd, John Hedly presented *The Importance of Bees*. This program was very informative and interesting. We had 10 people attend, which I was quite happy with!
- In June, the Book Group read *The End of Ice: Bearing Witness and Finding Meaning in the Path of Climate Disruption* by Dahr Jamail. The group did not meet during July. The August selection was

Deacon King Kong by James McBride. Both meetings were hybrid meetings, with some members choosing to participate over Zoom.

- The Movie Discussion Group met on June 26th and July 31st, with 4 people in attendance. We discussed *It's a Mad Mad Mad Mad World* in June and *Moonrise Kingdom* in July. Unfortunately, the August meeting was canceled due to staff illness.
- A new monthly program, *Craft Night for Adults*, started with a month-long kickoff project in July. Attendees met every Thursday evening during the month to paint a set of nesting dolls. There was a total of 9 participants and feedback was very positive. The August project was tie-dye T-shirts, which had an attendance of 6
- On August 14th we hosted Fran Hart as he presented *The Beatles: A Cultural and Historical Reflection of the 1960s Through the Music of the Beatles*. Although registration for this program was initially low, we ended up with a total of 17 people in attendance. Everyone seemed to enjoy the sing-along aspect of the program.
- Brianna's Summer Reading Program kicked off with a performance by Pumpernickel Puppets on June 24th, with a total attendance of 7 people. Her July program was *Yoga and Meditation for Kids with Brandy Lefsyk*, which had 19 participants. The final program for Summer Reading, *Find Your Voice* with musician Julie Stepanek, was held on August 26th with a great attendance of 15. The Summer Reading Program was popular and kept a total of 37 children reading throughout June, July, and August. Brianna did a great job keeping the kids excited about reading! Tuesday Storytime took place each week and was well attended. Community Connections had a total attendance of 7 children and caregivers for their one meeting of Books & Blankies.

Other News:

- The ARIS and Financial reports have been completed and submitted to the state.
- Gabbie has been working on weeding the fiction collection during the summer months. The shelving in that area was getting very tight and it was difficult to add in newer items without overcrowding. She is now in the shifting phase and things are starting to look much tidier and appealing.
- We are in desperate need of a replacement circulation desk computer. The one we are currently using is 12 years old and does not keep up with the demands we regularly place on it. I originally considered purchasing a refurbished desktop from TechSoup but when I asked other library directors for feedback on the reliability of these refurbished desktops, I received several offers of donated PCs from other libraries. I am currently working out the details to receive a donation of a 5-year-old desktop from another library. Coincidentally, Ashley from the Board of Selectman's office recently emailed town departments to ask about our IT needs because they are eligible to apply for a grant this year. If we can manage to get grant money to pay for the new circulation computer, the donated one will be moved to replace our 10-year-old OPAC computer.

Coming events:

- **Saturday, September 9th:** The Friends of the Library Book sale kicks off and will run until October 7th.
- **Monday, September 25th at 5:30 PM:** Local author Diane Buzzell will give a presentation about her book *The Artist, the Farmer, the Hunter, and the Good Guy*.
- **Tuesday, September 26th at 7:00 PM:** The Book Club will meet to discuss *Pioneers* by David McCullough
- **Thursday, September 28th at 6:00 PM:** The Movie Discussion Group will be talking about the film *The Fabelmans*

Building Maintenance:

- Liberty Mutual came out and did the boiler inspection on August 29th. I am happy to report that everything went well and there were no issues brought to my attention.
- Jeff Samuelson came by to take a look at the ongoing leak issues around the tower area. He pointed out an area on the front façade of the building that bows outward and feels like some work had been done on it previously. After reading some of the old Librarian's reports from previous years, this bowing was mentioned so I don't think it is a new problem. He also said that further investigation into the leak would require a large amount of time and the removal of quite a bit of slate to see what is going on. He stated that even after doing that investigation he still might not have an answer about the cause of the leak.
- I called Renaud to set up an appointment to complete the fall switchover. I haven't heard back from them yet, but I am hoping to get it completed in the first week of October, as per the helpful timeline Dawn left for me.
- In other HVAC news, some expensive repairs need to be completed on our HVAC system. Currently, the system is running on the backup pump due to the failure of the primary pump. Additionally, Renaud needs to have a technician come out from Interstate Controls to gain access to the program that controls when to turn the heat/AC on. The HVAC system is not in sync with our hours of operation and this means that we have no climate control during certain times that we are open. The estimate for these repairs is \$7,910.00. There are also 2 condensate pumps that need to be replaced, as well as a cracked drain pan. The estimate for these repairs is \$1,795.00. The total cost for repairs is \$9,705.00. I asked Renaud to prioritize the repairs for me, thinking that there was a possibility we could do it in stages. However, they said that all the repairs are critical and further stated that "The fan coil units that need condensate pan repairs have been valved off from the chilled water. This is to stop the coils from sweating and draining into the defective pans. Which in turn leak onto the ceiling and floor. The pans need to be replaced and repairs made before they can be opened. That is a dual temp loop as well. You will have no heat till they are repaired".
- I emailed Shiela about the problem of paying for these repairs, as our budget for the building only covers the Summer and Fall switchovers and a few small repairs. She spoke to the Finance Committee and it appears that the town is trying to come up with a solution. The Board of Selectmen asked Troy Allen to stop by and take a look at the HVAC system and to give us a second opinion on September 6th. His opinion was that the quotes from Renaud were not unreasonable and that it would not be worth it to try to find someone to do it when the savings might be negligible, especially since Renaud knows the system and is our regular service provider. He said he would report his findings to Jason. Hopefully, we can get these repairs underway well before the cold weather arrives.

Respectfully submitted,
Amy Vessella

Old Business:

- Patron Behavior Policy-- Motion approved unanimously to adopt the Patron Behavior Policy as presented.
- Meeting Room Policy—Discussion of details of proposed policy. Vote will take place at the October meeting.
- Informal 6-month evaluation of Library Director Amy Vessella—Board members expressed appreciation for Amy's attention to detail, organizational skills, monitoring of building maintenance, and introduction of the new website and expanded library programming. Amy presented and discussed "Director's Goals Sept. 2023—Sept. 2024".

New Business: None

Adjourned: 7:03 pm

NEXT MEETING: Monday 2 October 2023 at 6:00 pm

Respectfully submitted,
Ellen Smith, Secretary