

LIBRARY TRUSTEES MEETING 7 March 2024

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

Remote: Harbour Fraser Hodder

Convened at: 5:45 pm

Minutes of the February meeting were approved. Minutes of the Special Meeting of March 4th (Director Employment Contract Sub-Committee) were approved by members Peg and Ellen.

Librarian's Report

March 7, 2024

Circulation:

	2023	2024
February 2024 All Items circulated from		
this library	1620	1830
NB Items circulated	1412	1705
Checkouts Overdrive	472	664

WIRELESS STATISTICS:

TOTAL UNIQUE CLIENTS 104

AVERAGE # OF CLIENTS PER DAY 9

AVERAGE USAGE PER CLIENT 1.09 GB

NUMBER OF CLIENTS TO REQUEST PAGE 75

NUMBER OF CLIENTS GRANTED ACCESS 62

Financial Report:

<u>Account</u> <u>Balances as of:</u>	11/30/23	12/31/23	1/31/24	2/29/24
Salary Account	52,138.16	45,753.24	36,017.91	29,636.42
Library Expense Acct.	20,462.31	18,387.31	13,507.00	11,169.81
State Grant	4.00	4.00	5,365.67	4,353.55
Gift Account	5,022.69	487.40	343.42	152.34
	1,859.68	1,630.18	774.48	636.78
	(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	15,095.48

February Activities and Programming:

- Craft Night for Adults featured *Make an Old-Fashioned Valentine's Card* and had an attendance of 6.
- The Movie Discussion Group was postponed until March 4th.
- The Book Club continues to be popular. The selection for February was *The Wisdom of Wolves: Lessons from the Sawtooth Pack* by Jim & Jamie Dutcher.
- Brianna featured a month-long "*Blind Date with a Book*" event, which was well received by patrons. This event features books wrapped in plain paper, so it truly is a "blind date" when you check one out!
- Brianna hosted Storytime each week, with a total attendance of 26 children and adults. She also hosted the

weekly *Relax and Read Tween Storytime* and the *Art Club*.

Other News:

- The Strategic Planning Committee had its first meeting on February 22nd at 6:00 PM. We had 10 people in attendance. Our next meeting will be held on March 21st.
- I have started a “Library of Things” in our Tech Services area. We are looking forward to acquiring some more non-traditional items to offer our patrons.
- Gabby has completed the weeding of our fiction collection. I have started to weed some of the non-fiction collection and will be concentrating on that project over the spring and summer.
- Brianna will be studying abroad in South Korea for two weeks this summer!

Coming events:

- **Thursday, March 14th:** The Craft Night for Adults will feature an *Ireland in a Jar Terrarium* project.
- **Monday, March 18th at 6 PM:** The Pied Potter Hamelin presents the pottery demonstration and hands-on workshop *The Librarian and the Saturday Evening Girls, Molding Success One Pot at a Time*
- **Saturday, March 23rd at 10 AM:** The Children’s Department will host an Easter egg hunt on the lawn of the First Congregational Church
- **Tuesday, March 26th:** The Book Group will discuss *Interpreter of Maladies* by Jhumpa Lahiri
- **Thursday, March 28th:** The Movie Discussion Group will talk about *Far and Away*. Starring Tom Cruise and Nicole Kidman.

Building Maintenance:

- As the Board is well aware, we had a significant water leak from our hot water tank at the end of February. The water usage tied to that water leak was over 7,500 gallons. I spoke with the Water Department and gave them my contact information so that they could reach me when something like this happens in the future. I also made sure that Roger got my contact information as well. It was recommended by the Water Department that I download an app that keeps track of our water usage via the new water meters. I did download the app and it seems to be working well. Hopefully, this will alert me sooner if there is ever another leak. I appreciate the Board and my staff for taking care of the situation while I was out.
- It is time to have the carpets professionally cleaned. The water leak caused a significant stain on the carpet downstairs, and there are numerous stains on the main floor. According to the maintenance binder, professional cleaning alternates with spot cleaning yearly. The last invoice I can find for a professional cleaning is from 2017.
- The nightly texts about trouble with our fire alarm system continue. I spoke with Citizen Security’s service department this week and they said they can schedule a service call to replace the battery on the two-way radio. I will call them next week to schedule a time for that repair to occur. I will need to explore options for funding the battery replacement for the fire alarm, and the carpet cleaning.
- The leak in the ceiling on the upper floor has mercifully slowed down now that it is not raining so much. I am hopeful we do not have another wet summer.

Respectfully submitted,
Amy Vessella

Old Business:

- Photography and Filming Policy draft was discussed. We’ll vote at the April meeting.
- Minimum Staffing Policy draft was discussed. We’ll vote at the April meeting.
- The Strategic Planning Committee held its first meeting with 10 members attending. An overview of the planning process was reviewed. The next meeting will focus on development of surveys.

- Director Annual Evaluation—trustees should submit evaluations to the Chair by March 15. Peg and Ellen will collate prior to the April 4th meeting when the Board will review the responses. The formal evaluation will take place at the April 11th meeting.

New Business:

- Hot water tank failure--On Monday, Feb. 26th at about 8:30 am, a water leak was discovered in the Mechanical Room by Custodian Roger Davis. Fire Chief Darin Anderson responded immediately and shut off the water. Ken Nye of Nye Plumbing arrived soon after and identified that the hot water heater had failed. The Water Dept. determined that the leak began at 2:00 pm on Sat. 2/24 and resulted in an outflow of approximately 180 gallons per hour over a 43 hour span. Fortunately, the floor drains took most of the flow with minor wetting of the carpet outside the Mech Room door. The library was closed for the day to allow electricity to be shut off as needed. Replacement of the water tank (40-gallon commercial grade) was completed by Nye Plumbing by 8:30 pm. The bill for the replacement is \$4,175.00. We will attend the Finance Committee meeting tonight to discuss how we might pay this cost. The library opened on Tuesday Feb. 27th for regular hours.
- Amy brought up the possibility of closing the library on Saturdays in July and August because of lower attendance during those months. The Sat. staff hours could then be redistributed to better use at other times.
- Amy noted that the library carpeting needs cleaning. Dave volunteered to use a rental carpet cleaning machine as he's done in the past. His offer was gratefully accepted.

Adjourned: 6:23 pm

NEXT MEETING: Thursday, 4 April 2024 at 6:00 pm

Respectfully submitted,
Ellen Smith, Secretary