

Simon Fairfield Public Library  
Trustees Meeting  
December 28, 2021

Present: Anderson, VanReed, Chesebrough, Holden, Fontaine, Socrat, Harvey and Snook.  
Absent: Morrow.

Vice Chair Anderson called to order the meeting at 5:10 pm.

It was moved, seconded and passed with one abstention to accept the minutes for the November 30, 2021 meeting.

**Financial Report**

**Simon Fairfield Public Library FY22 Budget**

	Appropriated	Expended	Balance	% spent YTD
Compensations	181,932.00	82,123.86	99,808.14	45%*
Electricity	5,754.00	1,959.21	3,794.79	34%
Oil	876.00		876.00	
Water	465.00	159.20	305.80	34%
Repairs/Maintenance	4,000.00	2,529.96	1470.04	63%
Alarms	815.00	70.55	744.45	7%
C/W MARS	8,520.00	7,281.00	1,239.00	85%
Telephone	495.00	102.69	392.31	21%
Postage	80.00		80.00	
Wowbrary service	400.00		400.00	
Office/Other supplies	2,943.00	787.58	2,155.42	27%
Custodial supplies	305.00	159.05	145.95	52%
Library materials	57,000.00	17,993.75	39,006.25	26%
<b>Total</b>	<b>263,585.00</b>	<b>113,166.85</b>	<b>150,418.15</b>	<b>43%</b>

\*Includes \$1,000 pay each to two employees for longevity bonuses- total \$2,000.

**Trustees' and Friends Funds**

	Opening Balance	Added	Expended	Reserved for Capital	Balance
Building	11,519.83	35.00		11,554.83	0.00
Building w/ Interest	25,339.35	14,461.03		39,800.38	0.00
LIG/MEG Grant	31,647.89	8,273.90	1,285.10	13,722.54	24,914.15
Mone Historical	166.04		83.26		82.78
Regular donations	56,920.55	4,881.35	2,860.12	50,500.00	8,441.78

Fines Revolving	97.32	72.10			169.42
RS Douglas Principal	10,000.00				10,000.00
RS Douglas Interest	2,061.04	44.21			2,105.25
TRUST (Old LIG/MEG)	1,645.24	3.34		1,648.58	0.00
Carrick Fund	1,237.34	966.00			2,203.34
<b>Total</b>	<b>140,634.60</b>	<b>28,736.93</b>	<b>4,228.48</b>	<b>117,226.33</b>	<b>47916.72</b>

No report was include on Friends expenses as of this date. Both Wayne Shumate and Janet Carrick donated \$1,000. Shumate's donation is limited to updating and improvement of the Library's archives. There was discussion about getting better interest rates for the donations for the interest bearing Building Fund. A letter had been drafted and it was moved, seconded, and passed unanimously to have Chairman Morrow send it to Town Administrator Wojcik. It was questioned what the rate of return Bartholomew provided with their service as well as the reasoning behind the use of Bartholomew's services for the Library's purpose of raising Building Funds.

### **Director's Report**

- Winter storyhour is set to begin on January 3 with the same limited size and mask requirements as the Fall.
- The Library is closing at 5pm on Jan. 30 for an all-staff meeting.
- The new laptops for in-house use have some needs but are working well. Patrons do not appreciate having to provide a card to check out a machine, but they do appreciate how much better these work and being able to move around the Library.
- Considering a Valentine's Day fundraiser of sorts where people can buy a Library book for their valentine—selecting a book from a list of options, giving the Library a check to pay for it, and getting a bookplate with a dedication in it. Chesebrough suggested this from an article she read in a Vermont newspaper about a library that does this during the December holidays.
- A couple of tutors are back in the building regularly.
- Snook modified one of one of the heavy oak tables to make it a more reasonable and usable size. Plans are in place to reinforce the corner supports and cut out a curve in the bottom lips so that it meets ADA standards for leg clearance. If all goes well on the first table's modifications, all the tables will get this treatment when the Lbrary is closed for ceiling repair. Modifying the tables this way makes them usable in an ADA-compliant facility moving forward.
- Chesebrough asked if there was any way streaming services could be provided by the Library for the community's use or what the national talk is on for getting this new service affordably offered.

### Circulation Report for the month of November in Douglas:

Year	Books	Audio	Periodical	Video	Other	Digital	Computer	Total
2015	1840	175	138	794	58	237	110	3353
2016	1866	149	133	793	44	324	280	3008
2017	1427	153	118	671	36	359	244	3008
2018	1628	87	106	828	22	698	262	3631

2019	1740	73	145	585	30	555	228	3356
2020	1330	25	61	361	11	1000	60	2848
2021	1888	36	65	324	20	955	160	3448

Circulation is good. There is no denying that the Library is less busy than pre-pandemic. Regular patrons have altered their behavior so that instead of grabbing a new book every couple of days, they are grabbing an armload of books every couple of weeks. Because of this circulation remains high, but transactions per hour are lower.

### **Old Business**

- **Building Projects**

- **Handicapped Access Using Ramps**

- Nothing new to report.

- **Electrical Systems, interior plastering**

- Electrical is done.

- The plastering project is going to have to go through the official bid process managed by the Town Administrator due to the initial quote combination of electric, painting, and plastering was above the \$50k threshold.

- **Attic Door**

- Nothing new to report although an hibernating bat has been moved to a part of the attic not being used.

- **Grants Capital**

- Last month the balance was \$115,726.33. With the grant reservation last meeting and a \$1,500 donation from Eben and Ellie Chesebrough the balance is now \$125,500.23.
    - \$11,554.83 in building donations
    - \$39,800.38 in INT building donations
    - \$21,996.44 reserved from library grants
    - \$50,500.00 reserved from regular donations.
    - \$1,648.58 in the trust fund.
    - 31.37% there

- **LRP Updates**

- Nothing new to report.

- **Friends**

- The annual membership flyer will be mailed out using EDDM the end of January.

- **Director's Review**

- It was moved, seconded, and passed unanimously to accept the Library Director's annual review and authorize Chairman Morrow to sign it and forward it to the Town Administrator.

## New Business

- **Donation Jars**

Snook reported that the family who had initiated donation jars in local businesses no longer wanted to collect the funds. Since they have raised several thousand dollars it was felt that the Library should assume that responsibility. Anderson agreed to help with this effort. Fontaine noted that she would donate some games that her son no longer uses.

The next meeting is scheduled for January 25, remotely, at 5 PM.

The meeting adjourned at 6:15 PM

Respectfully submitted,

Ellie Chesebrough, Secretary