

**Simon Fairfield Public Library  
Minutes  
February 23, 2021  
Trustees' Meeting  
Conference Call**

**Present:** Kate Anderson, Ellie Chesebrough, Betty Holden, Dawn Fontaine, Daina Harvey, and Justin Snook.

**Absent:** Danielle Morrow, Nick Socrat, and Barbara VanReed.

The meeting was called to order at 4:08 PM by Vice-Chairman Anderson.

**Minutes:** It was moved, seconded, and voted unanimously to accept the minutes for January 26, 2021.

**Financial Report:**

The first half of the LIG/MEG State grant was received, \$7430.57.

**SFPL Account Summary 02/23/2021**

Account title	Balance
<b>Assets</b>	<b>\$230,154.75</b>
Annual Appropriations	\$94,995.19
Personnel Allocation	\$69,425.52
Operational Allocation	\$25,569.67
Other Municipal	\$4,918.50
Capital Outlay	\$3,615.00
Article 10 Repairs	\$1,303.50
Trustee Accounts	\$130,241.06
Library Grants	\$26,452.48
Revolving Account (53E 1/2)	\$74.82
William & Janet Carrick Fund	\$1,237.34
Mone Historical Books	\$395.40
Building Donations	\$11,485.83
Regular Donations	\$56,078.46
Building Donations with Interest	\$21,015.54
Trust Fund	\$1,645.24
Richard S Douglas	\$11,855.95
<b>Income</b>	<b>\$294,974.82</b>
2020 ATM Article 10	\$13,000.00
Building Donations	\$13,561.09
Carrick Grant	\$925.00
Fines	\$23.50

Friends of the Library		\$2,430.65	
Regular Donations		\$5,686.01	
State Aid		\$7,430.57	
Tax Appropriation		\$251,918.00	
<b>Expenses</b>			<b>\$175,688.79</b>
Friends of the Library		\$2,430.65	
Other Services	\$1,180.88		
Programming Supplies	\$10.96		
Regular Programming	\$1,053.23		
Office Supplies	\$185.58		
Other Appropriations		\$11,696.50	
Repairs & Maintenance	\$11,696.50		
Special		\$4,638.83	
Circulating Materials	\$3,723.83		
Repairs & Maintenance	\$915.00		
Personnel		\$107,322.48	
Part Time Wages	\$13,051.19		
Full Time Wages	\$49,549.91		
Salaries	\$44,721.38		
General		\$49,600.33	
In-State Travel	\$424.93		
Other Supplies	\$967.87		
Circulating Materials	\$33,563.58		
Custodial Supplies	\$123.19		
Office Supplies	\$842.99		
Other Services	\$1,252.50		
Telephone	\$266.11		
Professional & Technical	\$8,105.00		
Consultants		\$8,105.00	
Other Property Related	\$470.00		
Expenses		\$470.00	
Non-Energy Utilities	\$143.04		
Heating	\$471.40		
Electricity	\$2,764.67		
COVID-19	\$205.05		
<b>Equity</b>			<b>\$110,868.72</b>
Opening Balances		\$110,868.72	

## **Director's Report**

The Library was closed to public browsing on November 18<sup>th</sup>. Due to the slowdown in Covid cases in Douglas, it is expected that the library will re-open soon to limited numbers.

One library assistant has resigned and her hours have been offered the other library assistant. When the library re-opens to the public it will be regular hours.

An intensive process of re-cataloging the collection has begun. Every item has a location, a call number prefix, a call number, and a call number suffix. Over the years inconsistencies occurred. These inconsistencies are being corrected. It will also allow for more locations relating to the age of the user:

E (early readers): infants through kindergarten.

J (juvenile): 1-4 grades

Y (youth): 5-8 grades

T (teen): 9-12 grades

A (adult): grownups

There will be a place for every item and every item will be put in its place.

### **January Circulation:**

Books and e-material continues to outperform previous years. Everything else is predictably down from normal.

	2019	2020
Books	1864	2016
Audio	90	18
Periodicals	149	49
Video	684	237
Other Physical Media	56	19
Digital Loans	795	1072
PC/Wifi Sessions	253	62
<b>Total Use</b>	<b>3891</b>	<b>3473</b>

### **Old Business**

- **Building Projects**

- **Building Sub-committee**

- Town Engineer William Cundiff resigned recently. This makes this sub-committee reduced to 4, 3 Trustess and Mike Fitzpatrick representing the BFCC.

- **Electrical Systems, interior plastering**

- Work to complete includes the installation of two new outlet plugs on either side of the front door facing the circulation desk. Materials needed have been backordered.

- **Grants**
  - **Capital Campaign**

No updates.
  - **Other**

The first half of the State Library Incentive Grant/Municipal Equalization Grant has been received, \$7,430.57.

The Cultural Council has awarded the Library a \$1,000 grant with the understanding that the Friends will match the same amount. The recipients for this grant has not yet been determined, but relates to the needs of the Summer Reading Program for children.
- **LRP Updates**

Looking at local papers, both the Blackstone Valley Tribune and The Express are covered. Director Snook will look into getting a schedule of Library events to the Blackstone Valley Tribune. The New Uxbridge Times is proving hard to connect with. They are aware of the library's calendar and the library awaits to see if the virtual storytimes show in their next issue.
- **Director's Review**

The signed review has been submitted to Town Administrator Matt Wojcik.
- **Friends**

Winter Book Auction is done. The funds raised, \$1,065, will be deposited in the interest bearing building account held by the Town Treasurer

#### **New Business**

- **Attic Door**

The attic door expansion project needs to be revisited. There are a number of the Library's collections stored in the attic and accessing it is problematic. The initial quote to make a full sized door was \$7,500. Snook was asked to get quotes for this work, especially from carpenters where prevailing wage will not be an issue. Snook suggested using funds from the LIG/MEG account.

The Next meeting is March 23, 2021.

The meeting adjourned at 4:58 PM.

Respectfully submitted,

Ellie Chesebrough, Secretary