

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

Present: Danielle Morrow, Kate Anderson, Ellie Chesebrough, Nick Socrat, Barbara VanReed, Betty Holden, Dawn Fontaine, Daina Harvey, and Justin Snook.

Absent: none

The meeting was called to order at 4:04 PM by Chairman Morrow.

Minutes: It was moved, seconded, and voted unanimously to accept the minutes for February 2, 2021.

Financial Report:

There was some discussion about Article 10 from 2020 which paid for masonry repair, electrical work and the cement mending on the outside stairs. The \$13,000 for repairing the paint and plastering and electrical wiring has not been voted on as a Capital request from at the ATM.

SFPL Account Summary 03/23/2021

Account title	Balance
Assets	\$212,150.99
Annual Appropriations	\$76,276.61
Personnel Allocation	\$55,864.82
Operational Allocation	\$20,411.79
Other Municipal	\$4,918.50
Capital Outlay	\$3,615.00
Article 10 Repairs	\$1,303.50
Trustee Accounts	\$130,955.88
Library Grants	\$26,452.48
1/2) Revolving Account (53E	\$82.32
Fund William & Janet Carrick	\$1,237.34
Mone Historical Books	\$395.40
Building Donations	\$11,486.13
Regular Donations	\$56,048.48
Building Donations with	\$21,752.54
Interest Trust Fund	\$1,645.24
Richard S Douglas	\$11,855.95
Income	\$295,852.31
2020 ATM Article 10	\$13,000.00
Building Donations	\$14,298.09
Capital Gain/Loss	\$0.00

Carrick Grant		\$925.00	
Fines		\$31.00	
Friends of the Library		\$2,453.34	
Interest Income		\$0.00	
Mone Donations		\$0.00	
Regular Donations		\$5,796.31	
Reserve Fund Transfer		\$0.00	
State Aid		\$7,430.57	
Tax Appropriation		\$251,918.00	
Expenses			\$194,570.04
Friends of the Library		\$2,453.34	
Other Services	\$1,180.88		
Programming Supplies	\$10.96		
Regular Programming	\$1,053.23		
Office Supplies	\$208.27		
Other Appropriations		\$11,696.50	
Repairs & Maintenance	\$11,696.50		
Special		\$4,778.81	
Replacement Equipment	\$0.00		
Other Supplies	\$139.98		
Circulating Materials	\$3,723.83		
Building and EQ Repairs	\$0.00		
Office Supplies	\$0.00		
Other Services	\$0.00		
Other Property Related	\$0.00		
Expenses			
Repairs & Maintenance	\$915.00		
Postage	\$0.00		
Personnel		\$120,883.18	
Part Time Wages	\$14,869.47		
Full Time Wages	\$55,740.71		
Salaries	\$50,273.00		
General		\$54,758.21	
Replacement Equipment	\$0.00		
Capital	\$0.00		
Dues & Memberships	\$0.00		
In-State Travel	\$507.98		
Other Supplies	\$1,453.21		
Circulating Materials	\$37,471.88		
Custodial Supplies	\$123.19		
Building & Equipment	\$0.00		

Repairs		
Office Supplies	\$880.46	
Other Services	\$1,252.50	
Postage	\$0.00	
Telephone	\$310.02	
Architects & Engineers	\$0.00	
Professional & Technical Consultants	\$8,105.00	
Other Property Related Expenses	\$470.00	
Repairs & Maintenance	\$0.00	
Non-Energy Utilities	\$296.84	
Heating	\$683.91	
Electricity	\$2,998.17	
Public Safety Supplies	\$0.00	
COVID-19	\$205.05	
Equity		\$110,868.72
Opening Balances	\$110,868.72	

Reservations:

-Regular Donations: \$50,000 to building project and \$2,000 to archives.

-Library Grants: \$5,879.70 to building project.

-Building Donations, INT Building Donations, & Trust Fund: entire balance to building project

Total Building Project Balance: \$90,763.61 (22.6% of \$400k goal)

Director's Report

The Library is now open normal hours. It will continue to be limited to 6 patrons at a time and computer use is limited to one printing/faxing/scanning kiosk.

The reclassification project is currently priority number 1.

A virtual Library legislative day for the central region is April 7.

Summer Reading is a big uncertainty this year as far as programming is concerned. Virtual programming did not work last year. It may be logs for reading. It was asked if there were other ways besides the traditional ways, to get families involved in Summer reading. Snook will figure out alternatives if there are any.

February Circulation:

	2019	2020
Books	1839	843

Audio	95	22
Periodicals	142	20
Video	755	238
Other Physical Media	41	6
Digital Loans	804	1021
PC/Wifi Sessions	216	56
Total Use	3892	2206

Old Business

- **Building Projects**
 - **Building Sub-committee**
Fontaine and Snook updated Shirley Moczynski on the Library's fundraising status.
 - **Electrical Systems, interior plastering**
Completing work on the two plugs and the emergency light will happen before the end of the fiscal year, June 30th.
 - **Attic door**
 - The Building Inspector has requested the following: Smoke alarms. As far as installing smoke alarms in the attic, it had been suggested that the fire department might be able to do this as they do for houses where senior citizens live. Snook pointed out that Custom Alarms ties the Library's smoke alarms into the Police and Fire Departments and it requires more than the alarms the fire department installs for senior citizens.
 - Stairs leading up to the door need additional railings.
 - The attic door proposal needs engineered drawings which builder Brian Lavallee will include in his work.
- **Grants**
 - **Capital Campaign**
See Financial Report
- **LRP Updates**
- **Friends**
The Friends Annual Meeting April 24th will determine if there will be a book and plant sale on Memorial Day weekend.

New Business

- **Back door**
The door itself is fine, but the framing around it is cracked due to wind damage so that it is barely attached to the masonry and only one hinge is holding it in place. Blackstone Valley Lock is providing a quote to fix the frame and re-hinge the door so that the hinges screw into the masonry itself.
- **Custodian**
Ricky Colonero is retiring June 30. This is going to affect the Library's custodial services starting in July. His compensation comes from public building maintenance, managed by Adam Furno. The town is looking into replacing Colonero with a contract

service. There is some question about which department, the Public Building Maintenance Department or the Library, will pay for the Library's custodian needs which will not be resolved by the time the Annual Town Meeting votes on the town's budget.

The Next meeting is April 26, 2021, virtual, 4 PM.

The meeting adjourned at 5:20 PM.

Respectfully submitted,

Ellie Chesebrough, Secretary