

**Simon Fairfield Public Library
Minutes
April 27, 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 4:02 PM by Chairman Morrow.

Minutes: It was moved, seconded, and voted unanimously to accept the minutes for March 23, 2021.

Financial Report:

The second payment of the LIG/MEG grant from the State has been received, adding to the \$7,430.57 grant an additional \$7,445.33 totaling \$14,875.90.

SFPL Account Summary 04/27/2021

Account title	Balance
Assets	\$190,568.07
Annual Appropriations	\$46,554.49
Personnel Allocation	\$35,473.43
Operational Allocation	\$11,081.06
Other Municipal	\$4,918.50
Capital Outlay	\$3,615.00
Article 10 Repairs	\$1,303.50
Trustee Accounts	\$139,095.08
Library Grants	\$33,897.81
Revolving Account (53E	\$82.32
1/2) William & Janet Carrick	\$1,237.34
Fund	
Mone Historical Books	\$313.93
Building Donations	\$11,495.18
Regular Donations	\$56,048.68
Building Donations with	\$22,518.63
Interest	
Trust Fund	\$1,645.24
Richard S Douglas	\$11,855.95
Income	\$304,390.98
2020 ATM Article 10	\$13,000.00
Building Donations	\$15,064.18

Capital Gain/Loss		\$0.00	
Carrick Grant		\$925.00	
Fines		\$31.00	
Friends of the Library		\$2,771.34	
Interest Income		\$0.00	
Mone Donations		\$0.00	
Regular Donations		\$5,805.56	
Reserve Fund Transfer		\$0.00	
State Aid		\$14,875.90	
Tax Appropriation		\$251,918.00	
Expenses			\$224,691.63
Friends of the Library		\$2,771.34	
Other Services	\$1,498.88		
Programming Supplies	\$10.96		
Regular Programming	\$1,053.23		
Office Supplies	\$208.27		
Other Appropriations		\$11,696.50	
Repairs & Maintenance	\$11,696.50		
Special		\$4,860.28	
Replacement Equipment	\$0.00		
Other Supplies	\$139.98		
Circulating Materials	\$3,805.30		
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		\$141,274.57	
Part Time Wages	\$17,533.43		
Full Time Wages	\$65,140.71		
Salaries	\$58,600.43		
General		\$64,088.94	
Replacement Equipment	\$0.00		
Capital	\$0.00		
Dues & Memberships	\$0.00		
In-State Travel	\$565.32		
Other Supplies	\$2,294.97		
Circulating Materials	\$43,941.17		
Custodial Supplies	\$206.17		

Repairs	Building & Equipment	\$0.00	
	Office Supplies	\$880.46	
	Other Services	\$1,252.50	
	Postage	\$0.00	
	Telephone	\$397.56	
	Architects & Engineers	\$0.00	
Consultants	Professional & Technical	\$8,105.00	
Expenses	Other Property Related	\$470.00	
	Repairs & Maintenance	\$1,283.90	
	Non-Energy Utilities	\$296.84	
	Heating	\$683.90	
	Electricity	\$3,363.85	
	Licenses + Subscription	\$142.24	
	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. \$4,048.68 unreserved.
- Library Grants: \$5,879.70 to building project. \$28,018.11 unreserved.
- Building Donations, INT Building Donations, & Trust Fund: entire balance to building project

Total Building Project Balance: \$91,538.75 (22.88% of \$400k goal)

Director's Report

- Central MA Director’s meeting confirmed that no library is planning on a “normal” SRP this summer. Those with good outdoor facilities are going to try some outdoor programs. Those who have had success with remote virtual programming and kits are going to continue, but they are few and far between. By sticking with regular storytimes and taking a hiatus from SRP this year seems to be a popular opinion. There was some discussion that perhaps story walks would work for Summer Reading Programs. Morrow, Snook, and Fontaine will look into limitations and needs to provide these programs.
- The reclassification project is priority 1 and is 46% done.
- A second computer for public use is planned.

March Circulation:

	2018	2019	2020	2021
Books	1663	1902	1219	1547

Audio	116	102	61	16
Periodicals	104	143	65	93
Video	756	744	453	440
Other Physical Media	28	54	45	50
Digital Loans	371	954	811	1310
PC/Wifi Sessions	193	450	125	62
Total Use	3231	4346	2779	3518

Old Business

- **Building Projects**
 - **Building Sub-committee**
No report
 - **Electrical Systems, interior plastering**
J. Baker will do a walk through to provide an updated quote.
 - **Attic door**
Process is slow; nothing new to report
 - **Basement door**
Have not yet received a quote. Would prefer a backdoor with a window.
- **Grants**
 - **Capital Campaign**
See Financial Report
- **LRP Updates**

Definitively Done:

 - Increase frequency of newsletters
 - Allocate more resources to fill holds demands.
 - Continue investing in Overdrive and try to get other libraries to do likewise
 - Explore home delivery options
 - Explore curbside pickup options
 - Engage senior citizens electronically
 - Explore alternatives to the currently approved project with minimal impacts on current structure and only add what is necessary

Progress is made:

 - Engage in more communication with Friends and Trustees
 - Try to purchase enough copies of popular items that people can find them on the shelf instead of relying on holds
 - Train staff to be adept with technical tools so they can better assist patrons
 - Provide useful curriculum material
 - Enroll trustees, friends, town administration, state representatives, power patrons, youth, and former Vote Yes committee members in a capital campaign
 - Seek out grants and donations from businesses, prominent individuals, and foundations
 - Create online video tutorials on how to use popular tools and share them via cable

Tabled due to the pandemic:

 - Increase amount of programs that are weekly or monthly
 - Host adult programs with more frequency

- Restart monthly teen movie nights and promulgate awareness through schools
- Attempt to start a teen advisory board again
- Provide activities for parents while their children are in programs
- Create library programs that dovetail with school curriculum
- Provide educational support for parents
- Create a portfolio of local tutors and educational resources
- Have meetings with local homeschoolers to promote community and communication
- Provide space homeschooling groups can use for meetings and events
- Engage the senior center in providing gadget tutorial presentations

Proving frustrating/not working:

- Communicate more frequently and thoroughly with local papers
- Enroll the schools in promoting awareness of e-books and e-audiobooks through presentations and handouts

Don't have the resources:

- Increase library hours
- Make circulation desk more accessible
- Consider incremental improvement strategies to building project.
- Be opportunistic when opportunities arise to make small, incremental improvements.

- **Friends**

A book and plant sale is planned for Saturday, May 29th, 9 AM until noon, raindate Sunday, May 30th.

New Business

- **Fine Free**

Snook proposed making the library fine free collecting fees only when items are damaged or lost. It was moved, seconded, passed unanimously.

- **Children's Room Book Cases**

Snook requested \$1,569.47 for shelving to better consolidate the updated cataloging project. This was moved with expenditure coming from LIG/MEG funds, seconded, and passed unanimously.

The Next meeting is May 25, 2021, virtual, 4 PM.

The meeting adjourned at 5:12 PM.

Respectfully submitted,

Ellie Chesebrough, Secretary