

Simon Fairfield Public Library
Trustees Meeting
May 25, 2021

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

Morrow called to order the meeting at 4:03 pm.

It was moved, seconded and passed unanimously to accept the minutes for the April 27, 2021 meeting.

- **Financial Report**

SFPL Account Summary May 25,2021		Balance
Account title		
Assets		\$172,275.63
Annual Appropriations	\$21,465.27	
Personnel Allocation	\$21,901.64	
Operational Allocation	\$5,563.73	
Other Municipal	\$4,918.50	
Capital Outlay	\$3,615.00	
Article 10 Repairs	\$1,303.50	
Trustee Accounts	\$139,891.76	
Library Grants	\$33,897.81	
Revolving Account (53E 1/2)	\$97.32	
William & Janet Carrick Fund	\$1,237.34	
Mone Historical Books	\$222.94	
Building Donations	\$11,498.28	
Regular Donations	\$56,802.94	
Building Donations with Interest	\$22,633.94	
Trust Fund	\$1,645.24	
Richard S Douglas	\$11,855.95	
Income		\$305,410.53
2020 ATM Article 10	\$13,000.00	
Building Donations	\$15,179.49	
Capital Gain/Loss	\$0.00	
Carrick Grant	\$925.00	
Fines	\$46.00	
Friends of the Library	\$2,839.55	
Interest Income	\$0.00	
Mone Donations	\$0.00	
Regular Donations	\$6,626.59	
Reserve Fund Transfer	\$0.00	

State Aid		\$14,875.90	
Tax Appropriation		\$251,918.00	
Expenses			\$244,003.62
Friends of the Library		\$2,839.55	
Delivery		\$68.21	
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		\$5,014.94	
Replacement Equipment	\$0.00		
Other Supplies	\$139.98		
Circulating Materials	\$3,959.96		
Building and EQ Repairs	\$0.00		
Office Supplies	\$0.00		
Other Services	\$0.00		
Other Property Related Expenses	\$0.00		
Repairs & Maintenance	\$915.00		
Postage	\$0.00		
Personnel		\$154,846.36	
Part Time Wages	\$19,472.64		
Full Time Wages	\$71,221.67		
Salaries	\$64,152.05		
General		\$69,606.27	
Replacement Equipment	\$0.00		
Capital	\$0.00		
Dues & Memberships	\$0.00		
In-State Travel	\$565.32		
Other Supplies	\$2,520.53		
Circulating Materials	\$47,517.57		
Custodial Supplies	\$251.28		
Building & Equipment Repairs	\$149.98		
Office Supplies	\$888.93		
Other Services	\$1,252.50		
Postage	\$0.00		
Telephone	\$441.42		
Architects & Engineers	\$0.00		
Professional & Technical	\$8,105.00		
Consultants			

Other Property Related Expenses	\$1,209.00	
Repairs & Maintenance	\$1,320.75	
Non-Energy Utilities	\$296.84	
Heating	\$899.40	
Electricity	\$3,840.46	
Licenses + Subscription	\$142.24	
Public Safety Supplies	\$0.00	
COVID-19	\$205.05	
Equity		\$110,868.72
Opening Balances	\$110,868.72	

It was moved, seconded, and passed unanimously to reserve in the Building Fund \$500.00 a donation from Gordon Larravee. Larravee is a patron of the Library and generously gave these funds which he had received as part of the Covid19 stimulus package given to qualifying US residents. It was move, seconded and passed, 4 yes, 1 no, 1 abstained, to reserve \$7,842.84 from the LIG/MEG State Grant for the ADA renovation. This brings the ADA renovation fund to \$100,000, 25% raised. Fontaine agreed to publicize the amount raised to date for handicapped accessibility on social media.

• **Director's Report**

April Circulation:

	2018	2019	2020	2021
Books	1801	1806	278	1476
Audio	86	73	23	27
Periodicals	95	122	53	71
Video	697	645	84	354
Other Physical Media	24	28	11	54
Digital Loans	366	786	998	1189
PC/Wifi Sessions	230	348	30	73
Total Use	3281	3808	1477	3244

Although circulation was lower than 2018 and 2019, digital loans increased.

- A patron complained on social media about empty shelves in the Library; Snook provided an appropriate response, also on social media.
- The reclassification project is now 61.5% done.
- Two summer storywalks have been planned, one will be at Douglas Orchard and Farm, the other will be on the Southern New England Trunkline Trail beginning at the Depot Street parking lot. Corrugated plastic yard-signs will be used to post the books.
- The shelving approved for purchase at the last meeting is made to order and hasn't shipped yet.
- Snook may receive 7 metal cantilever shelves from Grafton Public Library for relocation in the Douglas Library's basement. Having the shelving on-hand would provide the Library with the

space necessary to having open and accessible collections in the basement one day.

- **Old Business**

- **Building Projects**

- **Building Sub-committee:** It was moved, seconded and passed unanimously to dissolve the Building Sub-committee. It was noted that it is important that all Trustees take an active role in fundraising for handicapped accessibility.

- **Electrical Systems, interior plastering**

Two plugs on either side of the front door need to be installed as well as hardware the basement emergency light. If the current electrician cannot get this done by June 30th, Snook will seek another electrician.

Regarding interior paint and plastering, a quote from Jay Baker will be sought closer to Fall Town Meeting.

- **Attic Door**

During the annual fire alarm inspection, Custom Alarms said installing a smoke detector in the attic to replace the current heat detectors was ill-advised. This information has been forwarded to the Building Inspector who originally requested the alarms.

- **Back Door**

Blackstone Valley Locks and Security fixed the back door at a cost of less than \$500. It may be paid from the operational budget if no unanticipated invoices arrive. Otherwise LIG/MEG grant money will be used.

- **LRP Updates**

No updates.

- **Friends**

Book and Plant Sale May 29, 9-1 (May 30 rain date). The first auction planning meeting will be held June 22, 2021, 10 AM.

- **New Business**

- **Loosening Covid Restrictions**

The governor is ending all COVID restrictions as of May 29 and directing MA residents to CDC guidelines. Beginning June 1, the Library intends to open up to full capacity, end the time limit for being in the Library, and begin getting the space put back together to its pre-pandemic unvaccinated as well as children aged 12 and under. Adult programming will resume indoors. Children's programming will continue virtually.

- **Next Meeting:** Tuesday, June 22,2021, 4 PM.

The meeting adjourned at 5:22 PM

Respectfully submitted,

Ellie Chesebrough,
Secretary