

Simon Fairfield Public Library
Trustees Meeting
July 27, 2021

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

Chair Morrow called to order the meeting at 4:05 pm.

It was moved, seconded and passed unanimously to accept the minutes for the June 22, 2021 meeting.

Financial Report

Simon Fairfield Public Library FY22 Budget

	Appropriated	Expended	Balance	% spent YTD
Compensations	181,932.00	6,575.06	175,356.94	4%
Electricity	5,754.00			
Oil	876.00			
Water	465.00			
Repairs/Maintenance	4,000.00			
Alarms	815.00			
C/W MARS	8,520.00	7,281.00	1,239.00	85%
Telephone	495.00			
Postage	80.00			
Wowbrary service	400.00			
Office supplies	2,943.00			
Custodial supplies	305.00			
Library materials	57,000.00	609.16	56,390.84	1%
Total	263,585.00	14,465.22		5%

Trustees' and Friends Funds

	Opening 7/1/2021	Added	Expended	Balance
Building	11,519.83	113.72		11,633.55
Building w/ Interest	25,311.77			25,311.77
LIG/MEG Grant	31,647.89			31,647.89
Mone Historical	166.04			166.04
Regular donations	56,920.55	23.10		56,943.65
Fines Revolving	97.32	25.00		122.32
RS Douglas Principal	10,000.00			10,000.00

RS Douglas Interest	1,855.95			1,855.95
TRUST (Old LIG/MEG)	1,645.24			1,645.24
Carrick Fund	1,237.34			1,237.34
Total	140,401.93	161.82		140,563.75
Friends	4,225.00		128.58	4,096.42

Interest amounts for RS Douglas, Trust, and Interest Bearing Building are awaiting submission by the Finance Director.

Director's Report

June Circulation:

	2018	2019	2020	2021
Books	1838	1802	584	1444
Audio	115	118	13	21
Periodicals	120	113	24	70
Video	601	527	123	438
Other Physical Media	35	77	10	27
Digital Loans	472	773	944	987
PC/Wifi Sessions	207	211	60	67
Total Use	3388	3621	1758	3054

- The reclassification project is now 87.8% done. Most of the work remaining is in the attic. There has been positive feedback on getting the children's collections parsed out into age-appropriate segments.
- Biographies that were placed in their subject areas were not well received and have returned to a biography/memoir section to be located in the foyer.
- Two storywalks at Douglas Orchard and Farm and on the Southern New England Trunkline Trail are in place. Morrow has helped greatly in this effort, but feels better signage is needed to point participants to the beginnings of the walks.
- The shelving from Demco has been delivered, put up, and houses graphic novels for the juvenile and youth collections located in the Children's Room.
- The free shelves from Grafton Public Library will be moved sometime in August.
- The Massachusetts Board of Library Commissioners' mobile hotspots for loan to patrons are expected in a day or two.
- Michelle Mowry will be hired to cover Rebecca Lavalley's 3 month maternity leaving beginning the last week of September.
- Collection development will be balanced with more physical copies and less eBooks. The reasoning for this are several:
 - No reimbursement is provided by the State for circulating eBooks and eAudios borrowed by non-residents as is provided for physical books.

- Provides a lure for library patrons to return to borrowing new materials.
- A lot of classics need to be replaced due to wear and tear. Chesebrough questioned the wisdom of doing this since classics are readily available from other libraries and the Douglas Library has limited space.
- **Old Business**
 - **Building Projects**
 - **Electrical Systems, interior plastering:** Electrical work is still awaiting the return of a healthy electrician. Jay Baker will be providing a quote on interior paint and plastering work needed to be included as an article for the Fall Town Meeting.
 - **Attic Door:** Snook will look into other options.
 - Adam Furno's inspection of the Library building revealed that some window trim on the basement door under the fire stairs and leading to the furnace room was rotting. It was repaired by Brian Lavallee for \$498.47 which will be paid from the operating budget.
 - **Capital Campaign:** The current balance is \$102,812.60, 25.7% of \$400,000 raised
 - \$11,519.33 Building Donations
 - \$25,425.49 Interest Bearing Building Donations
 - \$13,722.54 LIG/MEG
 - \$50,500.00 Regular Donations
 - \$1,645.24 Trust Fund
- **LRP Updates:** The Saturday SciFi Book Group for adults has been moved to a Tuesday night.
- **Friends:** The next meeting for the auction planning is scheduled for August 21.

New Business

- **ADA thoughts:** Dick Skinner presented a ramp option for making access to the Library handicapped accessible. He proposed it have skylights so that outdoor light would still be available. It would be built on the back of the Library. He also mentioned the possibility to use student architects at architecture school to prepare drawings. It was moved, seconded and passed unanimously to ask Mr. Skinner to provide a rough estimate for this work.
- **Remote meetings:** It was moved, seconded, and passed unanimously that the Board of Library Trustees are in favor of continuing remote meetings.

Next Meeting: Tuesday, August 24, 2021, 4 PM.

The meeting adjourned at 5:12 PM

Respectfully submitted,

Ellie Chesebrough, Secretary