

Simon Fairfield Public Library
Trustees Meeting
January 25, 2021

Present:, Morrow, Anderson, VanReed, Chesebrough, Holden, Fontaine, Socrat, Harvey, and Snook.
Absent: none

Chair Morrow called to order the meeting at 5:03 pm.

It was moved, seconded and passed unanimously to accept the minutes for the December 28, 2021 meeting.

Financial Report

	Appropriated	Expended	Balance	% spent YTD
Compensations	181,932.00	95,058.28	86,873.72	52%*
Electricity	5,754.00	2,318.88	3,435.12	40%
Oil	876.00	399.34	476.66	46%
Water	465.00	159.20	305.80	34%
Repairs/Maintenance	4,000.00	2,529.96	1470.04	63%
Alarms	815.00	656.11	158.89	81.00%
C/W MARS	8,520.00	7,281.00	1,239.00	85%
Telephone	495.00	123.93	371.07	25%
Postage	80.00		80.00	
Wowbrary service	400.00		400.00	
Office/Other supplies	2,943.00	1,111.29	1,831.71	38%
Custodial supplies	305.00	159.05	145.95	52%
Library materials	57,000.00	21,362.39	35,637.61	37%
Total	263,585.00	131,159.43	132,425.57	50%

*Includes \$1,000 pay each to two employees for longevity bonuses- total \$2,000.

Trustees' and Friends Funds

	Opening Balance	Added	Expended	Reserved for Capital	Balance
Building	11,519.83	35.00		11,554.83	0.00
Building w/ Interest	25,339.35	14,999.36		40,338.71	0.00
LIG/MEG Grant	31,647.89	8,273.90	2,755.10	13,722.54	23,444.15
Mone Historical	166.04		83.26		82.78
Regular donations	56,920.55	4,886.37	2,860.12	50,500.00	8,446.80

Fines Revolving	97.32	72.10			169.42
RS Douglas Principal	10,000.00				10,000.00
RS Douglas Interest	2,061.04	44.21			2,105.25
TRUST (Old LIG/MEG)	1,645.24	3.34		1,648.58	0.00
Carrick Fund	1,237.34	966.00			2,203.34
Total	140,634.60	29,280.28	5,698.48	117,764.66	46451.74
Friends 2021	4,225.00			1,523.85	2,701.15
Friends 2022	Agenda for 2022			150.00	

Chesebrough reported on what the Friends spent on direct Library benefits that were provided. The Friends' Annual Meeting is in April at which time their 2022 budget will be voted on.

Morrow will contact Town Administrator Wojcik for an update on the Trustees' question on interest rates for their interest bearing Building Fund account.

Director's Report

- The Library's Annual Report for publication in the Annual Report is due to the Municipal Center January 31st.
- Valentine Books fundraiser will be announced this weekend with Friends membership mailing.
- Snook will appear before the Finance Committee at 8pm on February 22nd, the same day as next Trustees' meeting. The budget will be presented to Trustees for approval.
- The Uxbridge Times is beginning a Douglas specific page to which Library information will be contributed.
- COVID Updates: Programming will return in-house starting February 1st; cases are abating. The Library's plan is to keep the mask mandate for all visitors as long as the Municipal Center does.

Circulation Report for the month of December in Douglas:

Year	Books	Audio	Periodical	Video	Other	Digital	Computer	Total
2015	1645	167	151	840	60	282	109	3254
2016	1491	133	105	763	28	378	233	31
2017	1272	141	105	561	24	334	217	2654
2018	1516	141	112	741	16	699	247	3217
2019	1526	78	115	622	46	654	176	3356
2020	2112	39	53	375	9	967	62	3617
2021	1413	34	30	383	49	1092	109	3110

Chesebrough asked if Facebook postings could be made by the Library staff on the various Douglas groups on a weekly basis, emphasizing that a sentence or two is plenty.

Snook has asked if there is a possibility to have stand-by staff on an emergency basis so that the

Library will not have to close early when there are not enough staff available; Town Administrator Wojcik will be the respondent.

Old Business

- **Building Projects**

- **Handicapped Access Using Ramps:** Dick Skinner is going to attend next month's meeting with an update.

- **Electrical Systems, interior plastering**

An invoice from Morrissette has not been received for their electrical work. Snook will follow-up on this

Snook has not verified that the request for proposals has been submitted for publication in the State List for the plastering.

- **Grants Capital**

Last month the Capital fund drive was at \$125,500.23. This month it is at \$126,038.56.

\$11,554.83 in building donations

\$40338.71 in INT building donations

\$21,996.44 reserved from library grants

\$50,500.00 reserved from regular donations.

\$1,648.58 in the trust fund.

\$31.5% raised

- **LRP Updates**

Pertaining to furniture upgrades, Snook obtained some maroon, metal and plastic chairs from the Municipal Center that are more appropriate for public use than the current benches being used and poor quality spindle chairs. With these, and the carpentry proposed at the last meeting to the tables, the Library can have a much better furniture setup that complies with ADA.

The heavy oak benches need to be re-homed. There was some discussion about selling them in the auction or consulting with an antiques dealer about appropriate sales. Snooks will speak with Donna Kmetz about the benches.

- **Friends**

The annual membership flyer will be mailed out using EDDM on January 26th.

The next meeting is scheduled for February 22nd, remotely, at 5 PM.

The meeting adjourned at 5:50 PM

Respectfully submitted,

Ellie Chesebrough, Secretary