

Simon Fairfield Public Library
Trustees Meeting
February 28, 2023

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

The meeting was called to order at 5:04 PM.

The minutes were approved unanimously for January 10th.

Financial Report

Town Appropriated Operating Funds

	Appropriated	Expended	Balance	% spent YTD
Compensations	192,225.00	121,348.86	70,876.14	63%
Electricity	5,754.00	4,148.75	1,605.25	72%
Oil	1,095.00	584.87	510.13	53%
Water	470.00	171.04	298.96	36%
Repairs/Maintenance	1,000.00	2,079.38	-1,079.38	208%
Alarms	830.00	969.00	-139.00	117%
C/W MARS	8,776.00	7,470.00	1,306.00	85%
Telephone	495.00	100.69	394.31	20%
Postage	85.00	0.00	85.00	0%
Wowbrary service	435.00	375.00	60.00	86%
Office/Other supplies	2,987.00	2,932.72	54.28	98%
Custodial supplies	309.00	322.13	-13.13	113%
Library materials	60,000.00	38,773.10	30,130.99	65%
Total	274,461.00	179,275.54	95,185.46	65%

Trustees' Funds

	Opening Balance	Added	Expended	Reserved for Capital	Balance
Building Fund	60618.24	24,321.96		84,940.20	0.00
LIG/MEG Grant	45,440.81	9,912.77	1,195.16	21,996.44	32,161.98
Regular donations	57,660.37	2,801.36	2,606.80	50,500.00	7,354.93
Fines Revolving	226.81	206.14			432.95
RS Douglas Principal	10,000.00				10,000.00
RS Douglas Interest	1,653.52				1,653.52
Carrick Fund	2,203.34	1,050.00	360.00		2,893.34
Total	177,803.09	38,292.23	4,161.96	157,436.64	54,496.72
Friends 2022					

Director's Report

December Circulation

Year	Books	Audio	Periodical	Video	Other	Digital	Computer	Total
2020	1864	90	149	684	56	795	253	3891
2021	2016	18	49	237	19	1072	62	3473
2022	1345	42	43	202	46	1149	93	2920

2023	1881	36	80	437	48	1565	93	4140
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The cannabis growing program is on March 2nd at 6:30 PM.

On March 23 an adult writing club is scheduled with a plan to meet every 2nd and 4th Thursday.

Old Business

Handicapped Access

The Massachusetts Board of Library Commissioners (MBLC) is again offering building grants. A letter of intent is due April 28th which does not lock the Library into applying for the grant. The grant application would be due May 24, 2024. In preparation a consultant would be hired with recommendations being offered by the MBLC, to draft first, a needs assessment, and second, if feasible, a building program. It was moved, seconded and passed unanimously to submit a letter of intent to the MBLC, to apply for a building grant.

Book bin

Snook reported that everything is going well with the book bin.

Grants

The Building fund is at \$157,941.58, an increase of \$620 from last month.

LRP Updates

It was moved, seconded, and passed unanimously to accept the Long Range Plan action plan as presented last month.

Friends

The annual membership letter was mailed to all Douglas residents the end of January. To date \$2,800 has been donated to the Friends for memberships. Normally this amount has been around \$3,000, but last year more than \$4,000 was raised. All reports to the IRS, Secretary of State, and the Attorney General have been submitted.

Morrow reported on the donation jars which have been placed in Family Convenience, Picket Fence, Gregory's, and BZ Nutrition.

Updating Children's Room Toys

It was moved, seconded, and passed with one nay to approve spending \$498.00 from LIG/MEG funds for Children's Room toys.

Spool

There were no bids on the spool. Snook will submit it on appropriate social media sites offering items for free.

New Business

FY2024 Budget

Town Administrator Wojcik has allowed a 1% increase in department's operating budgets. Snook indicated that for the Library he will redistribute to provide more in the budgets that go over. Personnel increases will be in the compensation upgrades.

The Library's draft operational budget is:

	FY22 Actual Budget	FY23 Budget	FY24 Request
Electric	\$4,615.02	\$5,754.00	\$6,250.00
Heating (Oil)	\$1,135.70	\$1,095.00	\$0.00
Other util (Water)	\$318.40	\$470.00	\$500.00
Repair/maintenance	\$2,547.00	\$1,000.00	\$2,500.00
Other prop (Alarms)	\$780.55	\$830.00	\$1,000.00
Prof/tech (CWMARS)	\$7,281.00	\$8,776.00	\$7,663.00
Telephone	\$229.06	\$495.00	\$250.00
Postage	\$0.00	\$85.00	\$40.00
Other serv (Wowbrary)	\$545.69	\$435.00	\$580.00
Office sup	\$813.59	\$1,030.00	\$1,250.00
Bldg/eq re			\$160.98
Cust supp	\$402.40	\$309.00	\$425.00
Circ matl	\$52,922.76	\$60,000.00	\$60,000.00
Other supp	\$1,371.24	\$1,957.00	\$2,000.00
Dues/memb			\$600.00
Total	\$73,123.39	\$82,236.00	\$83,058.00

Oil Furnace/Hot Water

The oil furnace that used to heat the Library is now only used to heat hot water. It no longer can continue to do this. Snook was asked to figure out how best to resolve this issue. He will get estimates for the next Trustees meeting in March.

Annual Report

The Trustees accepted Snook's draft annual report to be the one which will be submitted for publication in the Town's Annual Report.

1,000 Books Before Kindergarten program

Discussion centered on what group was sponsoring this program and what area libraries participated in it. Van Reed volunteered to check with Dudley and Webster to see what were their thoughts on it.

Job Descriptions

Snook was asked by the Town Administrator to review Library staff job descriptions and submit them to a town committee of town employees to review. Discussion focused on which staff should have a Masters Degree in Library Science.

Next Meeting March 28, 2023, 5pm.

The meeting adjourned at 6:43 PM

Respectfully submitted,
Ellie Chesebrough, Secretary