

Simon Fairfield Public Library
Trustees Meeting
May 23, 2023

Present: Morrow, Anderson, Chesebrough, Holden, Fontaine, Harvey, Lyons, and Snook. Guest: Mary Braney.
Absent: VanReed

The meeting was called to order at 5:07 PM.

Reorganization

It was moved, seconded and passed unanimously the following slate of officers:

Danielle Morrow, Chair

Katherine Anderson, Vice-Chair

Barbara VanReed, Treasurer

Ellie Chesebrough, Secretary

Barbara Van Reed or Dawn Fontaine, signatories for warrants and time sheets

The minutes were approved unanimously for April 27th.

Financial Report

Town Appropriated Operating Funds

	Appropriated	Expended	Balance	% spent YTD
Compensations	192,225.00	165,301.67	26,923.33	86%
Electricity	5,754.00	5,857.73	-103.73	102%
Oil	1,095.00	584.87	510.13	53%
Water	470.00	330.24	139.76	70%
Repairs/Maintenance	1,000.00	2,207.88	-1,207.88	208%
Alarms	830.00	1,209.00	-379.00	146%
C/W MARS	8,776.00	7,470.00	1,306.00	85%
Telephone	495.00	128.55	366.45	26%
Postage	85.00	0.00	85.00	0%
Wowbrary service	435.00	375.00	60.00	86%
Office/Other supplies	2,987.00	3,266.53	-279.53	105%
Custodial supplies	309.00	455.70	-146.70	147%
Library materials	60,000.00	56,464.94	3,535.06	94%
Total	274,461.00	243,652.11	30,808.89	89%

The \$1,207.88 overage in Repairs and Maintenance was due to updates required by the Fire Department for the alarm, fire extinguishers, and defibrillator.

Trustees' Funds

	Opening Balance	Added	Expended	Reserved for Capital	Balance
Building Fund	60,618.24	28157.74		88,775.98	0.00
LIG/MEG Grant	45,440.81	19,825.54	5,608.37	21,996.44	37,661.54
Regular donations	57,660.37	2,912.84	2,606.80	50,500.00	7,466.41
Fines Revolving	226.82	208.64			435.46
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	38,797.17	4,161.96	157,941.58	54,496.7

Chesebrough related that the Bartholomew account for the Library Building Fund as of April 30, 2023 was \$89,058.90.

Director's Report

April Circulation

Year	Books	Audio	Periodical	Video	Other	Digital	Computer	Total
2019	1806	73	122	645	28	786	348	3808
2020	278	23	53	84	11	998	30	1477
2021	1476	27	71	354	54	1239	73	3294
2022	1438	32	72	383	45	1128	150	3248
2023	1677	24	39	418	435	1672	150	4015

Circulation has remained high, with books and digital materials being the driver. DVDs also saw an increase with more purchases of new releases.

Additional shelving has been installed in the children's room to accommodate youth fiction. Space is available to move children's media collections back to the children's room.

Weeding of adult fiction of materials that have not circulated since the pandemic which will be moved to the attic. It was expressed that a longer time, ten years, might be more appropriate for determining transfer to the attic. It was also noted that C/W MARS can be asked to provide these titles on interlibrary loan.

There was some discussion about staffing the library when personnel were out with illness or vacation. Bibliotemps was mentioned as was hiring temp employees which would not require the application and interviewing process.

Old Business

- **Building Projects**

Consultant Mary Braney was introduced. With Snook they drafted a survey, determined focus groups, and public forums all of which is aimed to the needs of the Massachusetts Board of Library Commissioners (MBLC) building grant application as well as to gather community input. Braney emphasized and Morrow concurred the use of the SOAR technique, Strengths, Opportunities, Aspirations, Results with an interactive conversation. Trustees felt that it was important to get approval from the Town Administrator and Town Clerk to assure that opening meeting laws are not compromised.

One comment referred that the draft survey might benefit from being more forward looking, rather than that typical of library surveys for the several decades back.

- **Handicapped Access**

Community surveys, focus groups, and public forums aimed at the MBLC grant was the focus of today's meeting.

Grants

The Capital Campaign is currently at \$161,272.42, which includes Bartholomew funds as well as \$21,996.44 from LIG/MEG funds, and \$50,500 from regular donations.

- **LRP Updates** no report

- **Friends**

The Friends are focusing on their annual auction in October with a meeting on June 10th.

- **1,000 Books Before Kindergarten program**

A report is postponed to the June meeting.

- **Other**

The Eagle Scout story walk project has it's funding and work is expected to begin June 23 for it's installation. It was asked if there would be a program announcement.

New Business

- **Future building issues**

Snook will pursue quotes for:

- Brick re-pointing and repainting in basement, behind where the oil tank was located.
- Electric outlet uncapping.
- Electric outlet moving. The outlet which had been installed in the bathroom for an under the counter water heater is no longer needed and could be transferred to the archive area for it's use.

The next meeting will be June 27, 2023, 5 PM, remotely

The meeting adjourned at 6:59 PM.

Respectfully submitted,
Ellie Chesebrough, Secretary