

Simon Fairfield Public Library
Trustees Meeting
June 27, 2023

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

The meeting was called to order by Vice-Chair Anderson at 5:05 PM.

The minutes were approved unanimously for May 23rd.

Financial Report

Town Appropriated Operating Funds

	Appropriated	Expended	Balance	% spent YTD
Compensations	192,225.00	179,916.94	12,308.06	94%
Electricity	5,754.00	7,023.02	-1,269.02	163%
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	205.78	289.22	42%
Postage	85.00	0.00	85.00	0%
Wowbrary service	435.00	375.00	60.00	86%
Office/Other supplies	2,987.00	3,299.37	-312.37	110%
Custodial supplies	309.00	726.10	-417.10	235%
Library materials	60,000.00	57,952.07	2,047.93	97%
Total	274,461.00	261,300.27	13,160.73	95%

The Library Materials bought breaks down as:

audio cds	\$248.58	.4%
print books	\$34,269.61	59%
e-material	\$18,197.38	31%
mobile hotspots	\$903	2%
magazines	\$1,739.64	3%
streaming videos	\$419.90	.7%
DVDs	\$2,176.93	4%

For the electricity costs, the town may have not received credits by the end of the fiscal year for solar. Snook reported that the Massachusetts Board of Library Commissioners (MBLC) did not include in its materials costs for one use e-material because it was not share to others in the network.

Trustees' Funds

	Opening Balance	Added	Expended	Reserved for Capital	Balance
Building Fund	60,613.30	29,958.18		90,566.48	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	2,920.19	2,655.59	50,500.00	7,424.97
Fines Revolving	226.82	209.64	389.69		46.77

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 May 31, 2023 was \$93,090.49.

Director's Report

May Circulation

Year	Books	Audio	Periodical	Video	Other	Digital	Computer	Total
2019	1554	125	129	575	44	765	248	3440
2020	199	10	0	84	3	1060	31	1387
2021	1584	37	77	407	32	975	69	3181
2022	981	16	45	96	21	1101	155	2325
2023	2090	23	77	510	38	1322	124	4184

Weeding projects continue throughout the collection to relieve space on shelves.

Beginning in August The Creative Engines writing club will change their meeting time from every other Thursday to the first Tuesday of the month.

The summer reading program, "Finding Your Voice" which begins July 10th has special programs every Wednesday morning.

Old Business

- **Building Projects**

The survey developed to gather information for the future of the Library has 116 completed ones to date.

The first two focus groups generated useful input. The next one, July 6th, has Anderson and Harvey attending; there is room for 2 more Trustees.

Consultant Mary Braney is currently working on the history and demographic pieces for the MBLC grant. It was asked how much participation the Selectmen provided with focus groups and surveys. It was suggested the Snook go to the next Selectmen's meeting and publicly present a survey to each of them.

- **Handicapped Access**

The building program is a good first step for attaining handicapped access. It is collecting data and building interest. People are excited about the possibility of renovating the library. Not everyone is excited about the grant process, though. The Town Administrator has concerns that a building conditions assessment, which would be done by an architectural firm, would be an excessive cost and may have unintended repercussions. It is needed for the grant application and will cost \$10,000 - \$60,000. There is also the discussion that an MBLC funded project will have a larger scope than the community is comfortable with. Snook feels offering a second site consideration would not be strong enough to make the grant competitive for Douglas.

- **Other Quotes and Jobs Anticipating**

Electrician Jeff Grenier quoted \$735 to re-install the bathroom outlet in the Archive area and to replace some of the capped outlets with compliant outlets on the main floor so patrons can plug in their devices. A motion was made, seconded, and passed to use LIG/MEG funds to re-install the bathroom outlet in the Archive area and to replace some of the capped outlets with compliant outlets on the main floor.

Grants

The Capital Campaign is currently at \$163,072.86, which includes Bartholomew funds as well as \$21,996.44 from LIG/MEG funds, and \$50,500 from regular donations.

Snook will be meeting with the Town Treasurer and the Town Finance Director include a monthly reconciled report for the Bartholomew accounts.

- **LRP Updates**

Snook reported that there are enough funds in the Library's Personnel account to hire a Library Assistant for 4-5 hours a week. It was moved, seconded, and passed unanimously to hire a Library Assistant for 4-5 hours a week beginning July 1, 2023.

- **Friends**

The Friends are planning to include auction sponsorships for those willing to donate \$500 and up. Planning for the auction continues.

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

A report is postponed to the July meeting.

New Business

- **Shrubbery**

Joe Biagioni has offered to cut back and clean up the shrubbery in front of the Library for \$500. It was moved, seconded and passed unanimously to hire Arbor Alliance (Biagioni's company) to cut back and clean up the shrubbery in front of the Library for \$500.

- **Eagle Scout Project: Exterior Lounge**

Boy Scout Jack Dooner of Troop 316 proposed an Eagle Scout project for lounge space to read and socialize on. He plans a hexagon shaped table with an umbrella , four Adirondack chairs, three planters, and a critter-proof trash can. It was moved, seconded and passed to accept Scout Dooner's project for the Library.

Boy Scout Ethan Chisholm had funds leftover from his storywalk project and will repair the benches in front of the Library using these funds.

The next meeting will be July 25, 2023, 5 PM, remotely

The meeting adjourned at 6:00 PM.

Respectfully submitted,
Ellie Chesebrough, Secretary