

Simon Fairfield Public Library
Trustees Meeting
July 25, 2023

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

The meeting was called to order by Vice-Chair Anderson at 5:04 PM.

The minutes were approved unanimously for May 23rd.

Financial Report

Town Appropriated Operating Funds FY 2023 Final

	Appropriated	Expended	Balance	% spent YTD
Compensations	192,225.00	188,246.26	3,978.74	98%
Electricity	5,754.00	4,759.80	994.20	83%
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	244.43	250.57	49%
Postage	85.00	0.00	85.00	0%
Wowbrary service	435.00	375.00	60.00	86%
Office/Other supplies	2,987.00	3,418.32	-431.32	114%
Custodial supplies	309.00	791.60	-482.60	256%
Library materials	60,000.00	60,089.59	-89.59	100%
Total	274,461.00	269,726.99	4,734.01	98%

Encumbered is \$158.55 for defibrillator pads due to a 35 week lead time need.

The electricity expense went down due to a refund to the town of \$3,219.37 as a result of a credit generation and a rate change mid-year.

The Library's budget for circulating materials (books, audios, DVDs, magazines, etc.) is \$60,000. The minimum amount the Library has to spend for Massachusetts Board of Library Commissioners (MBLC) for State Aid and certification is \$56,621. Overdrive cost-per-circ (CPC) no longer qualifies as circulating materials because they aren't shared with anyone outside of Douglas and therefore are not available to the all in Massachusetts. In FY 23 Snook spent \$1,200 a month on CPC e books and e audios. Snook suggested using LIG/MEG funds to fund \$7,200 for CPC audio books. Questions posed included how was a set monthly amount of \$600 reached and could commitment to the vendor be changed throughout the year or needed to be set for the entire year. Snook indicated that he based the monthly amount on how much was spent in FY23 for CPC audio books and there were no restrictions of changing the budget throughout the year for CPC audio book purchases. It was moved, seconded and passed, 6 for, 1 against, to use \$7,200 from LIG/MEG to provide for a monthly audio book CPC budget of \$600.

Trustees' Funds

	Opening 6/30/23	Added	Expended	Reserved for Capital	Balance
Building Fund	92,291.04			92,291.04	0.00
LIG/MEG Grant	65,311.36		5,608.37	21,996.44	37,706.55

Regular donations	60,594.36		2,655.59	50,500.00	7,438.77
Fines Revolving	436.46		389.69		46.77
RS Douglas Principal	10,000.00				10,000.00
RS Douglas Interest	2,263.07				2,263.07
Carrick Fund	3,253.34		360.00		2,893.34
Total	234,149.63	2019	1554	125	129

In total, Trustees Funds grew by \$46,723,33 in donations and interest in FY23.

Director's Report

Annual Circulation

Year	Books	Audio	Periodical	Video	Other	Digital	Computer	Total
2020	17,837	891	1,281	6,551	462	9,573	2,108	38,703
2021	18,748	440	858	4,686	346	12,617	757	38,452
2022	18,851	388	785	3,808	459	13,161	1,574	39,026
2023	21,660	284	839	4,941	565	16,425	1,802	46,516

Summer Reading events for children as well as storytimes have been very well attended. The Building Program has taken a lot of concentrated time. A slower paced for weeding and shifting collections continues.

Demand for hotspots vary seasonally. During winter, they were not used as much as anticipated. Now, in the summer they are usually all out and patrons are waiting for them to come back.

Book Club signage and the books themselves are moving to the shelf right inside the front door. Hopefully this will increase curiosity and visibility, especially for the kids book clubs.

Marlborough Library offered their entire music CD collection to any library and Douglas is getting it. Over 500 are the only copies in CWMARS which cannot be weeded; there are over 1,200 records in total.

Old Business

- **Building Projects**

The survey has gotten 189 responses. According to Mary Braney, that is an impressive number. Snook hopes to top 200 responses.

The Focus Groups and Public Forums have been held. The attendance at the public forums was less than anticipated. Snook felt the quality of the focus groups and the broad survey response make up for it for the lacks in the public forums.

Braney and Snook are working on data interpretation and using that to project what kind of collection sizes we need, how many seats, how they should be configured, how spaces can be adapted to fill two needs at once, etc. Right now, our building can accommodate 14 people in public areas, and we need to be able to accommodate between 50 and 70 in order for this building program to be grant-eligible from the MBLC.

The original gift of the Library in 1903 needs to be investigated for to determine legally what happens if the library building were to be abandoned, repurposed, or destroyed.

The conditions assessment needs to remain cognizant due to its large upcoming expense.

Snook reported that there are a lot of libraries applying for the MBLC grant. It was asked if the attic area could be turned into usable space with elevator access; if the weight bearing needs can be applied to this area. It was noted that Braney's study is not tied to the MBLC grant. Some Trustees felt a smaller expansion would satisfy the needs of the community. A

motion to not pursue applying for the MBLC building grant in March, 2024 was made, seconded and passed 6 for, 1 against. Snook reminded Trustees that if more than 30% of the building's value is spent on renovations, handicapped accessibility is required.

Snook also noted that the focus groups and public forums will be on cable.

Other quotes and jobs anticipating

Eagle Scout Project – exterior lounge

Snook signed the beneficiary paperwork, so that fundraising can begin by the eagle Scout.

Arbor Alliance has not begun working on trimming the shrubs in front of the Library. Snook spoke with Roda's Landscaping who told him they could maintain the shrubs for \$150 per visit (3 visit per year = \$450) after Arbor Alliance prunes them. That would include trimming, mulching, as well as poison ivy treatment. Snook feels he can integrate this into the Library's 2024 annual budget.

Build-Max does not have availability until September to point bricks in the basement and treat the concrete front steps. Because the work is not time sensitive, Snook okayed the new timeline.

Electrician Jeff Grenier has installed the outlet caps and moved the bathroom outlet to the archive area.

- **Capital Campaign**

The current total is \$164,787.48:

\$11,763.73 in Building Donations

\$78,833.74 in INT Building Donations, invested with Bartholomew

\$1,693.57 in Trust Fund

\$21,996.44 reserved from Grants

\$50,500.00 reserved from Regular Donations

On Snook's suggestion a motion was made, seconded and passed with 6 for, one abstention to transfer \$3.56 from LIG/MEG to reserved from grants' fund \$21,996.44 with a new total of \$22,000.

- **LRP Updates**

Gail Bowen will be attending a webinar on how to make brief MARC records.

The part-time Library Assistant position will be voted at the Fall Town Meeting. Town Administrator Wojcik is securing the position from July 1st until that Town Meeting.

- **Friends**

The Friends are continuing their planning for the auction to benefit the Library Building Account.

Any support for encouraging new and old Friends to send in their 2023 memberships is welcomed.

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

Children's Librarian Debra Soderman wants to start a 1,000

Books Before Kindergarten initiative at the Library that parents can enroll their children in to

promote preschool reading. She would like to purchase \$137.84 in supplies (bookmarks, record sheets, place mats, stickers, book bag, certificates, etc.). She would also like to spend \$808.30 on 10 copies each of 8 books. The idea is that when they sign up, they get a book of their own to start their home library. They will then earn two more over the course of the program (they can pick another at 500 and a final one at 1,000). This will see 26 kids through the program. Books will have to replace copies as they are distributed, so there will be an ongoing cost. Why 8 books? Why not just 5? It is anticipated that participants signing up for this program are newborns to 4 year old. A range from board books to picture books that appeal to different readers are necessary. Parents are more interested in using books as prizes. Others have suggested that gift cards or cash should be part of the prize system because they are a strong incentive for lower socio-economic strata parents.

Sign-up: get the tracking sheet, bookmarks, and a book to get started.

100: Pick a treasure from the treasure box

200: Book

300: Treasure box

400: Book

500: Pick a \$10 gift card

600: Book

700: Treasure box

800: Book

900: Treasure Box

1,000: \$10 Gift Card, Certificate, Write-up on website and submitted to papers. Completion is it's own reward

The cost to initially stock the larder would be

\$124.39 from DEMCO -- tote bags and starter supplies (bookmarks, stickers, tracking sheets)

\$646.64 for 6 copies each of 8 books.

\$160 in gift cards: 4 each of West End Creamery, Douglas House of Pizza, Little Coffee Bean, and Ice Cream Lady

A total cost of \$931.03 to get started. Each child that matriculates through the entire program would cost approximately \$80. This would generate 10 library visits and 5 books in the home the child can call their own.

It was asked if donations could be solicited for the gift cards.

It was moved, seconded and passed 6 for, 1 abstained, to use \$931.03 from LIG/MEG funds for a 1000 books before kindergarten program.

New Business

First Amendment issues

Snook suggested adding this line to the patron behavior policy under things not allowed:

Taking photographs and/or recording videos of Library staff or patrons without their permission.

This can be enforced as a limited public forum.

It was moved, seconded and passed unanimously to add to the patron behavior policy under things not allowed

- Taking photographs and/or recording videos of Library staff or patrons without their

permission.

Door Counter

Snook proposed buying \$500 door counter with LIG/MEG funds. In the past two less expensive door counters have been purchased. Neither one seemed accurate and they both wore out within two years. This one uses AA batteries and it automatically tracks hourly traffic and syncs it to an app, so it will generate a detailed traffic study over time. It was moved, seconded, and passed to purchase the recommended door counter using LIG/MEG funds.

The next Trustees Meeting will be held at the Municipal Center at 5:00 PM on August 22, 2023.

The meeting adjourned at 7:03 PM.

Respectfully submitted.

Ellie Chesebrough, Secretary