

Simon Fairfield Public Library  
Trustees Meeting  
August 22, 2023

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

The meeting was called to order by Chair Morrow at 5:15 PM.

The minutes were approved unanimously for July 25th.

**Financial Report**

**Town Appropriated Operating Funds FY 2023 Final**

	Appropriated	Expended	Balance	% spent YTD
Compensations	214,950.00	23,062.88	191,887.12	11%
Electricity	6,250.00	718.48	5,531.52	11%
Water	500.00		500.00	0%
Repairs/Maintenance	2,500.00		2,500.00	0%
Alarms	1,000.00		1,000.00	0%
C/W MARS	7,663.00	7,663.00	0	100%
Telephone	250.00	38.25	211.75	8%
Postage	40.00		40.00	0%
Wowbrary service	580.00		580.00	0%
Office/Other supplies	3,250.00	379.46	2,870.54	12%
Custodial supplies	425.00		425.00	0%
Library materials	60,000.00	7,432.49	52,567.51	12%
Dues/memberships	600.00		600.00	0%
<b>Total</b>	<b>298,008.00</b>	<b>39,294.56</b>	<b>258,713.44</b>	<b>13%</b>

**Trustees' Funds**

	Opening 6/30/23	Added	Expended	Reserved for Capital	Balance
Building Fund	92,418.62	1,242.96		93,661.58	0.00
LIG/MEG Grant	59,702.99		2,170.83	22,000.00	35,532.16
Regular donations	57,938.77	74.80		50,500.00	7,513.57
Fines Revolving	46.77	52.49			99.26
RS Douglas Principal	10,000.00				10,000.00
RS Douglas Interest	2,263.07	12.35			2,275.42
Carrick Fund	2,893.34		120.00		2,773.34
<b>Total</b>	<b>225,263.56</b>	<b>1,382.60</b>	<b>2,290.83</b>	<b>166,161.58</b>	<b>58,193.75</b>

Two months of data from the Building Funds with interest was missing from the July meeting and has been reconciled from \$78,833.74 to \$78,961.32

**Director's Report**

July Circulation

Year	Books	Audio	Periodical	Video	Other	Digital	Computer	Total
2020	1241	31	52	314	24	1045	62	<b>2769</b>

2021	1974	44	81	324	19	1018	98	<b>3558</b>
2022	1874	22	86	389	51	1250	155	<b>3827</b>
2023	1923	34	61	406	55	1458	155	<b>4092</b>

Statistics for the Summer Reading Program will be compiled for the September meeting.

Over 500 music CDs have been added to the collection from the Marlborough Public Library. There are still approximately 1200 CDs to add to our holdings, but because none of these are the only copies in the C/W MARS database, they will not be as critical to attach our holdings in a timely fashion.

Snook over spent for digital CPCs (cost per circulation) by 43.32 due to a setting that needed resetting. This has been corrected and spending will return to \$600.00 a month.

The new door counter is in operation and the first full month of circulation will be reported at the September meeting.

### **Old Business**

- **Building Projects**

The survey has gotten 203 responses. Consultant Braney is working to finish the report soon.

Morrow asked that an agenda item be added to the September Trustees' meeting for Building options. She hopes all will participate in a discussion addressing how the Trustees see the future for the Library's building.

#### **Handicapped Accessibility**

This has been identified as the key service failing in a building program.

#### **Other**

If Arbor Alliance has not trimmed the shrubs in front of the Library by September 15, Roda Landscaping has offered to do the trimming for \$700. It was moved, seconded and passed, 4 yes, 1 abstained to hire Roda Landscaping, if Arbor Alliance has not completed the project by September 15<sup>th</sup>, for a cost of \$700.

The wood on the benches out in front of the Library has been replaced with red mahogany by Boy Scout Troop 316. Snook is taking charge of the dedication plaques and will re-attach them. An Eagle Scout project by Jack Dooner in Boy Scout Troop 316 to provide outside seating at the Library will be delivered August 23<sup>rd</sup>.

Build-Max's quote for pointing the bricks in the archive and storage room as well as painting the bricks to seal them off is \$6,800.

Snook suggested that when preparing the Library's request for Capital Improvement Committee a sum of \$150,000 for library planning in FY2029. This will prepare the Library for another MBLC (Massachusetts Board of Library Commissioners) building program.

- **Capital Campaign**

The current total is \$166,161.58

Refer back to the Trustees' Account for particulars.

- **LRP Updates**

The Building Program has been taking up the bulk of Snook's time. He will begin soon on a procedural manual with the staff.

Additional hours for a new staff has not yet happened.

The FY25 action plan is due to the MBLC on December 1, 2024. In the Fall of 2024 the long

range plan needs to be updated for the MBLC.

- **Friends**

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

Douglas resident Jim Saviano has donated a Damascus Steel Quillion Dagger to the Library to be raffled off. The winner of the raffle will be given either the knife or \$1,000. Tickets for the raffle are \$10 each. The drawing for the raffle will be at at the October 24<sup>th</sup> Trustees Meeting. Although according to Massachusetts General Laws, raffles cannot take place online and will not be part of the auction, it will be advertised in the auction's catalog; it will also be promoted at Oktoberfest.

The next Trustees Meeting will be a zoom meeting held remotely at 5:00 PM on September 26, 2023.

The meeting adjourned at 6:25 PM.

Respectfully submitted.

Ellie Chesebrough, Secretary