

Simon Fairfield Public Library
Trustees Meeting
September 26, 2023

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

Absent: none

The meeting was called to order by Chair Morrow at 5:00 PM.

Draft Building Program

Mary Braney was present to provide a needs' assessment of the Library building. Unfortunately an audio glitch prevented her from interacting live with the Trustees. Some points which were addressed or asked included:

- flexible use of space, but may not require staff to move furniture
- handicapped needs between stacks, chairs, and tables
- if applying for a MBLC grant, the ownership of the library, the 1903 town meeting, needs to be cleared up
- is there a demonstrated community readiness and support for a major library capital expense
- will the space work with an addition
- how much space is needed
- what is the structural integrity of the library building

The minutes were approved unanimously for August 22nd

Financial Report

Town Appropriated Operating Funds FY 2023 Final

	Appropriated	Expended	Balance	% spent YTD
Compensations	214,950.00	47,125.87	167,824.13	22%
Electricity	6,250.00	1,346.27	4,903.73	22%
Water	500.00	171.04	328.96	34%
Repairs/Maintenance	2,500.00	1,375.00	1,125.00	55%
Alarms	1,000.00		1,000.00	0%
C/W MARS	7,663.00	7,663.00	0	100%
Telephone	250.00	77.50	172.50	31%
Postage	40.00		40.00	0%
Wowbrary service	580.00		580.00	0%
Office/Other supplies	3,250.00	807.85	2,442.15	25%
Custodial supplies	425.00		425.00	0%
Library materials	60,000.00	14,897.16	45,102.84	20%
Dues/memberships	600.00	600.00	0	100%
Total	298,008.00	74,063.69	223,944.31	25%

Trustees' Funds

	Opening 6/30/23	Added	Expended	Reserved for Capital	Balance
Building Fund	92,418.62	4,501.96		96,920.58	0.00
LIG/MEG Grant	59,702.99		3,694.50	22,000.00	34,008.49

Regular donations	57,938.77	124.30	30.58	50,500.00	7,532.49
Fines Revolving	46.77	52.69			99.46
RS Douglas Principal	10,000.00				10,000.00
RS Douglas Interest	2,263.07	25.14			2,288.21
Carrick Fund	2,893.34		240.00		2,653.34
Total	225,263.56	4,704.09	3,965.08	169,420.58	56,581.99

Paul Herman of Chestnut Street passed away in 2022 and willed part of his Living Trust to the Library which amounts to \$42,500. This will be deposited in the Interest Building Account managed by Bartholomew.

Director's Report

August Circulation

Year	Books	Audio	Periodical	Video	Other	Digital	Computer	Total
2020	1740	65	77	491	69	1029	62	3533
2021	1803	36	69	362	34	1203	115	3622
2022	1993	19	79	446	75	1276	372	4260
2023	2170	85	100	385	79	1421	124	4364

Door count for August: 1,493

Audio is for music CDs; Other is for Kanopy; Digital is for eBooks and eAudio through Libby. Snook will send individual totals for eBooks and eAudio.

The Summer Reading Program had 59 enrollees who logged 530 hours of reading. Summer story times and events numbered 17 with a total of 329 attendees.

In 2016 a "floating" began with several other libraries in the Blackstone Valley where audiobooks and large print collections were shared to shake up collections as well as freshen the participants collections. With the use of Libby for eAudio and large print being controlled by the readers on eBook devices, both formats no longer are purchased and the "floating" is no longer practiced.

The posting for a 4 hour position of Library Assistant will occur after it is accepted at the November Town Meeting.

Snook will attend the October 3rd meeting of the Board of Selectmen to provide an update of library activities.

Collection evaluation vis-a-vis weeding is complete. Books remaining have circulated in the last two years or have other merit that warrants keeping them, biographies whose subject are still alive, local authors and history, books that have future film adaptations, etc.

The 1,000 Books Before Kindergarten will be starting in October. There are several other children's programs this Fall, Young Scientists, Music and Movement, and Poop.

Old Business

- **Building Projects**

- **Building Options**

Morrow asked the Trustees several key questions and they in turn asked more questions:

- Do the Trustees want the Library to have handicapped accessibility
- Where does the funding come from
- What is needed minimally
- By installing an elevator what other needs are trigger

- Can the costs be broken down by individual needs, handicapped bathroom, elevator, spacing needs in stacks and crowded rooms
- What is the percent of the Library's assessed value that triggers the handicapped access requirements.
- If the MBLC grant is not pursued, does the MBLC's ownership issue need to be addressed.
- Is \$10,000 - \$16,000 to true cost of a Structural Building Report and who would perform it?
- Is an Operations Program Manager necessary.
- **Other**
 - Arbor Alliance trimmed the bushes in front of the Library. Snook will pursue Roda Landscaping to maintain the shrubbery.
 - The Eagle Scout project to create an outdoor seating area is progressing.
- Build-Max is preparing a revised quote for repairing the broken bricks in the basement and painting all the unfinished walls.
- **Grants**
 - **Capital Campaign**
 - The current total is \$169,420.58. Refer to the Trustees' Account for particulars.
- **Other**
 - Both adult and children's programs will be applied for from the Massachusetts Cultural Council.
- **Friends**
 - Oktoberfest is Saturday, October 7.
 - The Auction to raise funds for Handicapped Accessibility is October 9 – 23
 - The knife raffle has raised \$3,400 so far.

New Business

- **FY 2025 Budget Discussion**

Snook presented his thoughts on additions to the Library's budget to reflect he has learned from both the Building Program as well as his feel of the community/library compatibility. He asked the Trustees to think about these proposals:

 - Increasing the repairs and maintenance line item by \$10,000
 - Adding a license and subscription line item to cover the cost-per-circulation (CPC) for eBooks and eAudios by Douglas residents only, which is a lot less than purchasing for all of C/WMARS to borrow.
 - Additional hours to provide for more hours for the library to be open.
 - Programming funds which were requested as a need in the Building Program.

He felt that it may be better to expand services first before expanding the building.

The next Trustees Meeting will be a zoom meeting held remotely at 4:00 PM on October 10, 2023 to discuss and vote on applying for the Massachusetts Board of Library Commission's building grant..

The meeting adjourned at 7:10 PM.

Respectfully submitted.

Ellie Chesebrough, Secretary