

Simon Fairfield Public Library
Trustees Meeting
October 24, 2023

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

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

Knife Raffle

The knife crafted and donated by Jim Saviano raised \$5,000. Paul Crawley of Nantucket was the winner.

Minutes

It was moved, seconded and passed unanimously to approve the minutes for September 26, 2023. It was moved, seconded, and passed unanimously to approve the minutes for October 10, 2023 as corrected.

Financial Report

Town Appropriated Operating Funds FY 2023 Final

	Appropriated	Expended	Balance	% spent YTD
Compensations	214,950.00	63,154.41	151,795.59	29%
Electricity	6,250.00	1,346.27	4,903.73	22%
Water	500.00	171.04	328.96	34%
Repairs/Maintenance	2,500.00	1,718.16	781.84	69%
Alarms	1,000.00	535.00	465.00	54%
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	1,708.99	1,541.01	53%
Custodial supplies	425.00	104.14	320.86	25%
Library materials	60,000.00	19,840.34	40,159.66	33%
Dues/memberships	600.00	600.00	0	100%
Total	298,008.00	96,918.85	201,089.15	33%

Trustees' Funds

	Opening 6/30/23	Added	Expended	Reserved for Capital	Balance
Building Fund	92,418.62	49,092.95		141,511.57	0.00
LIG/MEG Grant	59,702.99		4,294.30	22,000.00	33,408.69
Regular donations	57,938.77	140.45	30.58	50,500.00	7,548.64
Fines Revolving	46.77	52.69			99.46
RS Douglas Principal	10,000.00				10,000.00
RS Douglas Interest	2,263.07	62.65			2,325.72
Carrick Fund	2,893.34	1,146.00	403.59		3,635.75
Total	225,263.56	50,494.74	4,728.47	214,011.57	57,018

RS Douglas is used for Children's books

A check for \$2,000 was received from Unibank today and will be used for eBooks.

Director's Report

September Circulation

Year	Books	Audio	Periodical	Video	Other	Digital	Computer	Total
2018	1719	106	104	652	18	478	241	3318
2019	1825	108	134	679	33	719	223	3721
2020	1622	80	141	504	31	894	60	3332
2021	1756	30	65	359	23	1124	119	3476
2022	1825	11	65	419	57	1246	180	3805
2023	1825	29	71	361	45	1493	150	3974

- Snook will send a report to Trustees with separate numbers for eAudio and eBook circulations.
- Staff schedules are being evaluated to plan for increasing the library hours as well as staffing the circulation desk with two employees at all times.
- Kindergarten classes will be visiting the Library over the next two weeks for tours, storytimes, and card sign-ups.

Old Business

- **Building Projects**
 - **Building Options**

Snook indicated that the final Building Program was available to review. It was thought that by reading this final edit ideas and thoughts would be presented focusing on what the community wants and what we have for library services. Should the Trustees apply for a grant from the MBLC in 2029 or do something else? Chesebrough volunteered to draft another option to consider and will email it to Trustees before the next meeting.
- **Grants**
 - **Capital Campaign**

The current total is \$214,011.57. Refer to the Trustees' Account for particulars.
 - **Other**

The Greater Worcester Community Foundation funded the Carrick Fund with \$1,146.00
Unibank is donating \$2,000.00 for high demand digital titles.
- **LRP updates**
 - Archivist Lavallee is drafting a procedure manual for operating the library.
- **Friends**

The auction and raffle is still tallying funds raised.
A pleasant gathering of about 12 Friends gathered on October 23rd to celebrate the end of the auction and raffle event.

New Business

- **Trustees up for re-election in 2024**

Dawn Fontaine

- **Other**

Snook presented a request to refurbish the front doors using the company that provided the Armenian church in Whitinsville with this same service. Their estimate is \$5,908.00 which includes a naval varnish and replacing all hardware. A motion was made, seconded, and passed to hire Mahoney's Home Project Solutions to refurbish the front doors and replace hardware for an amount not to exceed \$6,000 with funds from regular donations.

The next Trustees Meeting will be a zoom meeting held remotely at 5:00 PM on November 28, 2023

The meeting adjourned at 6:17 PM.

Respectfully submitted.

Ellie Chesebrough, Secretary