

Simon Fairfield Public Library
Trustees Meeting
November 28, 2023

Present: Morrow, Anderson, Chesebrough, Fontanel, Holden, and Nook.
Absent: VanReed, Lyons, and Harvey

The meeting was called to order by Chair Morrow at 5:05 PM.

It was moved, seconded, and passed to accept the October 24, 2023 minutes.

Financial Report

Due to technical difficulties the financial report for November was not provided at this meeting.

Director's Report

October Circulation

Year	Books	Audio	Periodical	Video	Other	Digital	Computer	Total
2018	1896	87	120	812	39	634	389	3977
2019	2139	103	156	790	34	699	316	4237
2020	1793	59	94	527	14	993	62	3542
2021	1670	26	73	284	18	1109	130	3310
2022	1913	16	80	347	79	1213	186	3805
2023	1912	23	81	408	38	1543	248	4253

Door counter: 1493 in August; 1227 in September; 2463 in October

- Overhauling operations extensively is in preparation for adding an “evening staff.” This has included migrating all staff to google workspace, assigning everyone their own Evergreen logins and preferences, and turning the generic email into an administrative workspace to be used for delegating, tracking, collecting information, and delivering reports.
- Forty new library cards were created for kindergartners as a result to the school field trips, as well as an increase in children's program attendees.
- A Fiber Art meet and greet is this Thursday night from 6 to 8. The goal is to get together a group to coalesce into a regular program starting in the new year.
- On December 9 from 4 to 7, the Library will have a holiday open house during the Douglas winter stroll. Crafts (snowflakes and Christmas ornaments), beverages (hot cocoa and cider), and some stories including a reading of The Night Before Christmas.
- Electrician Jeff Grenier will fix several lights out as well as upgrading floodlights out front.
- The shelves that fell down in the basement have been re-affixed to the wall by Brian Lavallee, and some more installed in the archive for \$997.85.

Old Business

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

The Braney Building Program will be taken off the Library's agenda.
Chesebrough described an option for a Building Program which included handicapped

access, a addition to the back of the library as well as an accessible bathroom. Fontaine noted that both an ingress and egress needs to be added to the parking area. Morrow proposed adding a move for the Children's services be moved to the basement area. Anderson offered that it is important for the Library to work with the town. Chesebrough posed whether it was requirement or preference to hire an architect for the scope of work and if an architect is hire the same architect cannot be used for the final drawings. Further discussion will be on the next meeting's agenda.

- **Other Building Issues**

Snook requested an expense of \$10,400 be used to re-point brick and paint the basement. It was moved, seconded and passed (4 yes; 1 abstain) to spend \$10,400 from LIG/MEG funds for re-point bricks and painting areas in the basement.

- **Grants**

- **Capital Campaign**

Currently the Capital Campaign is \$223,793.57:

- \$11,823.78 in Building Donations
- \$137,767.57 in INT Building Donations invested with Bartholomew
- \$1,702.22 in Trust Fund
- \$22,000 reserved from Grants
- \$50,500.00 reserved from Regular Donations

- **FY2025 Budget**

For staffing, in order to achieve hours opened as Mon-Thurs 9-8 and Sat 9-1, it is proposed moving Rebecca Lavalley to full time and adding two 14 hour/week library assistants. The \$100,000 increase for budget parity with other libraries, staffing increases by \$46,424.16. The remainder would be for repairs and maintenance for the first year and then shift it into whatever makes sense after a year of the hour expansion. If demand for books spikes, allocate some there. If demand for programs spikes, allocate some there. If demand for nothing spikes, increase hours again.

- For FY25 most of remaining would be used for maintenance, repairs, and other supplies.
- It was moved, seconded and passed unanimously the Library's FY25 proposed budget.

- **LRP updates**

- The procedure manual continues and will be done by the end of the fiscal year. A monthly film club and a weekly movie afternoon for teens is planned for services. The goal to reach \$200,000 of a total \$400,000 total was accomplished as proposed in FY24. The FY25's action plan will be presented at the next meeting.

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- **Friends**

Wreaths were purchased from Troop 134 for \$20.00.

Reports will be completed which are required by the Massachusetts' Attorney General and the Secretary of State as well as the IRS.

New Business

- Timing for closure requests

Chesebrough requested that the Trustees be given the opportunity to decided early closing around holidays.

- Fundraising effort to community

Morrow encourage Trustees to participate in the fundraising efforts for the Library.

The next Trustees Meeting will be a zoom meeting held remotely at 5:00 PM on January 23, 2023

The meeting adjourned at 6:50 PM.

Respectfully submitted.

Ellie Chesebrough, Secretary