

Simon Fairfield Public Library  
Trustees Meeting  
March 26, 2024

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

The meeting was called to order by Chair Morrow at 5:03 PM.

It was moved, seconded, and passed unanimously to accept the February 27, 2024 minutes with the amendment that “a unisex bathroom was also discussed”.

**Financial Report**

**Town Appropriated Operating Funds**

	Appropriated	Expended	Balance	% spent YTD
Compensations	214,950.00	150,897.38	64,052.62	70%
Electricity	6,250.00	3,182.25	3,067.75	51%
Water	500.00	353.92	146.08	71%
Repairs/Maintenance	2,500.00	3,668.86	-1168.86	147%
Alarms	1,000.00	1,005.00	-5.00	100%
C/W MARS	7,663.00	7,779.00	-116.00	101%
Telephone	250.00	305.67	-55.67	122%
Postage	40.00		40.00	0%
Wowbrary service	580.00	375.00	205.00	65%
Office/Other supplies	3,250.00	5,024.75	-1774.75	155%
Custodial supplies	425.00	299.27	125.73	70%
Library materials	60,000.00	43,737.23	16,262.77	73%
Dues/memberships	600.00	600.00	0	100%
Licenses & Subscriptions	0	400.00	-400.00	400%
<b>Total</b>	<b>298,008.00</b>	<b>217,628.33</b>	<b>80,379.67</b>	<b>73%</b>

The \$400 cost for Licenses is for Creative Bug

**Trustees' Funds**

	Opening 6/30/23	Added	Expended	Reserved for Capital	Balance
Building Fund	92,418.62	73,992.57		166,411.19	0.00
LIG/MEG Grant	59,702.99	11,243.27	15,358.83	22,000.00	33,587.43
Regular donations	57,938.77	2,545.02	9,962.32	50,500.00	21.47
Fines Revolving	46.77	75.69			122.46
RS Douglas Principal	10,000.00				10,000.00
RS Douglas Interest	2,263.07	130.38			2,393.45
Carrick Fund	2,893.34	1,146.00	1,048.02		2,991.32
<b>Total</b>	<b>225,263.56</b>	<b>89,132.93</b>	<b>26,369.17</b>	<b>238,911.19</b>	<b>49,116.13</b>

**Director's Report**

February Circulation

	Format Checkouts here in Douglas (regardless of source):	Total checkouts of our materials everywhere:
Blu-ray	14	42
Book	1867	2107
CD Audiobook	21	9
CD Music Recording	29	148
Cassette Audiobook	1	0
DVD	340	514
Digital Media Player	1	0
Equipment, games and toys	40	41
Large Print	49	50
Map	1	1
Music Score	2	3
Preloaded Audio	1	0
Magazines	70	73
Software	4	4
Empty	10	3
<b>TOTAL</b>	<b>2450</b>	<b>2995</b>

### Digital Checkouts

Format	Checkouts in Douglas (regardless of source)	Total checkouts of Douglas materials everywhere
eBooks	639	1088
eAudiobooks	825	1659
eMagazines	116	n/a
<b>TOTAL</b>	<b>1580</b>	<b>2747</b>

Licenses with the consortium and the other networks are shared once all local demand has been met at the Douglas Library (greater than one month with no local holds).

- The storywalk in town has been cleaned by the community.
- The town wide “Shake the Frost” event on April 20<sup>th</sup> will have a musical playground where kids can come play with a variety of instruments (sponsored by the cultural council) and face painting (sponsored by a local realtor) from 10am to 1pm at the Library.
- The Pysanky egg art program March 28<sup>th</sup> is full at 18 registrants.
- The Poop Museum will be back for round 2 on May 2.
- The attempt to start a teen science fiction book club fizzled out.

### Old Business

- **Building Projects**
  - Accessibility Next Steps
    - Chesebrough attended the Building and Facilities Construction Committee meeting in March. Town Administrator Wojcik is waiting for the town's architect, Weston and Sampson, to complete an overdue project before asking them for an estimate for an estimate for the Library.
    - Other Building Issue
      - Basement Renovations
 

The scheduled date to start work is May 6.
- **Grants**
  - **Capital Campaign**

Current capital campaign funds are at \$238,911.19 . This is the combined total of Building Donations, INT Building Donations, the Trust Fund, and what has been reserved from Grants and Donations.
- **LRP updates**
  - Nothing new
- **Friends**
  - April 27 is the date for the annual meeting of the Friends.
- **Director's Review**
  - It was moved, seconded, and passed unanimously to accept the Director's review.

### New Business

- **Attic Storage**
  - Snook provided visual of several items stored in the attic. He described chairs in very poor condition. He also felt that some portraits were in need of repair. It was felt that the portraits should remain with the Library and some repair may be easier by removing some of the damage frames. It was generally felt that the chairs could be removed.
- **Massachusetts Library Association**
  - On May 6<sup>th</sup> and 7<sup>th</sup> Library staff will be attending the Massachusetts Library Association's annual conference. It was moved, seconded, and passed unanimously to use \$700 from LIG/MEG grant money for travel and meals to this conference.

Next meeting April 23, 2024, 5pm virtual.

Adjourned at 6:12 PM in a motion made, seconded, and voted.

Respectfully submitted.

Ellie Chesebrough, Secretary