

Simon Fairfield Public Library
Trustees Meeting
June 4, 2024

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

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

It was moved, seconded, and passed unanimously to accept the March 26, 2024 Minutes.
It was moved, seconded, and passed unanimously to accept the April 23, 2024 Minutes.

Financial Report

Town Appropriated Operating Funds May 30, 2024

	Appropriated	Expended	Balance	% spent YTD
Compensations	214,950.00	191,224.17	23,725.83	89%
Electricity	6,250.00	5,320.86	929.14	85%
Water	500.00	353.92	146.08	71%
Repairs/Maintenance	2,500.00	4,337.70	-1,837.70	174%
Alarms	1,000.00	1,245.00	-245.00	125%
C/W MARS	7,663.00	7,929.00	-266.00	103%
Telephone	250.00	385.08	-135.08	154%
Postage	40.00		40.00	0%
Wowbrary service	580.00	375.00	205.00	65%
Office/Other supplies	3,250.00	5,445.33	-2,195.33	168%
Custodial supplies	425.00	353.03	71.97	83%
Library materials	60,000.00	52,795.85	7,204.15	88%
Dues/memberships	600.00	600.00	0	100%
Licenses & Subscriptions	0	400.00	-400.00	400%
Public Safety supplies	0	343.25	-343.25	343%
Training & Education	0	60.56	-60.56	161%
Total	298,008.00	271,168.75	26,839.25	91%

Trustees' Funds

	Opening 6/30/23	Added	Expended	Reserved for Capital	Balance
Building Fund	92,418.62	74,340.90		166,759.52	0.00
LIG/MEG Grant	59,702.99	22,687.20	27,673.19	22,000.00	32,717.00
Regular donations	57,938.77	2,933.12	9,962.32	50,500.00	409.57
Fines Revolving	46.77	115.02			161.79
RS Douglas Principal	10,000.00				10,000.00
RS Douglas Interest	2,263.07	178.80			2,441.87
Carrick Fund	2,893.34	1,146.00	1,288.02		2,751.32
Total	225,263.56	101,401.04	38,923.53	239,259.52	48,481.55

Director's Report

February Circulation1154

Year	Books	Audio45	Periodical	Video	Other	Digital	Laptop Wifi	Total
2018	1801	86	95	679	24	366	230	3281
2019	1806	73	122	645	28	786	348	3808
2020	278	23	53	84	11	998	30	1477
2021	1476	27	71	354	54	1239	73	3294
2022	1438	32	72	383	45	1128	150	3248
2023	1677	24	39	418	35	1672	150	4015
2024	2063	32	58	472	45	1722	180	4572

Door count: 1383

Total loans from the Library's collection

- 3214 physical
- 2886 digital

Note that the number of books (physical) circulating were greater than in the previous 7 years.

The jobber used by the Library for book purchases, Baker & Taylor, is providing for \$150/year to activate grid and MARC editor functionality. This will make “on order” materials holdable.

Snook has begun the process of upgrading the Library's phone system to provide a call waiting using a new answering system, costing less than \$7 a month. A handset failed also requiring replacement of the phones themselves. Fifty dollars from LIG/MEG would cover this cost. A motion was made, seconded and passed unanimously to use LIG/MEG to pay for \$50.00 cost for the phones.

Snook has posted the positions for library assistants in anticipation of the Library's hours expansion. Ten applications have been receive to date.

Rebecca Lavalley has created an Instagram for the the Library.

Lavalley and Soderman are involved with the Massachusetts Teen Book Awards encouraging local teens to read and vote.

Morrow praised the look of the Library with the extra seating on the front lawn.

Old Business

- **Building Projects**
 - Accessibility Next Steps
 - Snook indicated that Town Administrator Wojcik will ask Weston and Sampson, the architectural firm Douglas uses, for an estimate to estimate the cost of making the Library accessible.
 - Other Building Issues
 - Basement Renovations: Painting has been completed by Brian Lavalley. The archivist's office will be moved from the Friends temporary location back to the archive. The Friends will return to their original space. The children's librarian will

move to the storage room on the front side nearest the Credit Union. Lavalley is preparing a quote of how best to address the ceiling in this room. He will include in his quote replacement of basement windows which are brittle and cracked in places, and offer no UV protection.

- Snook is planning to request funds from the Capital Committee for basement renovations. Chesebrough, as a member of the Capital Committee, that request to them are competitive, and that the next funding needs to be approved by the May, 2025 ATM for funding to be awarded in July, 2025.

Jan Sudyka from Build-Max in Dudley is preparing a quote to complete the exterior refinishing of the Library. It was questioned if this is wise before the accessibility renovations are completed. Discussion was tabled until the June 25, 2024 meeting.

Lyons suggested having MassSave look at the Library weighing what's is a priority and if Green Communities funds are available.

Snook has received a quote to remove the steam radiators and pipes for \$5700 which he plans to move forward with using funds from the Library's maintenance account.

- **Capital Campaign**

Current capital campaign funds are at \$241,042.69 . This is the combined total of Building Donations, INT Building Donations, the Trust Fund, and what has been reserved from Grants and Donations. The funds received for the book and plant sales had not yet been added to the Building Fund.

- **LRP updates**

- Nothing new

- **Friends**

- The Friends are focused on the October auction, it's next meeting to be held Saturday, July 13th as a zoom meeting at 10 AM.

New Business

- **Programming Budget**

Snook requested a \$500 budget for programming when the FY25 funds begins in July. Massachusetts Cultural Grants have funded the summer programs. It was explained that if \$500 is not completely spent one month the remaining will not be added to the subsequent month. Chesebrough felt that more planning had to be made and that perhaps an initial funding for 6 months would allow for programming but allow for more specific planning the subsequent 6 months. A motion, seconded, and passed was made to approve \$500 a month for programming to come from LIG/MEG grants for fiscal year 2025.

Snook requested \$2000 to augment the materials expedition requirement for FY2024. This was moved, seconded, and passed unanimously.

Next meeting June 25, 2024, 5pm virtual.

Adjourned at 6:29 PM in a motion made, seconded, and voted.

Respectfully submitted.

Ellie Chesebrough, Secretary