

**SIMON FAIRFIELD PUBLIC LIBRARY TRUSTEES
DOUGLAS, MASSACHUSETTS**

September 23, 2025

Present: Morrow, Anderson, Fontaine, Chesebrough, Holden, Lyons, Church, and Snook

Absent: Harvey

The meeting was called to order at 6:31 PM

It was moved, seconded, and passed unanimously to accept the minutes for the August 26, 2025 meeting.

Financial Report

	Appropriated	Expended	Balance	% spent YTD
Compensations	\$ 278,476.00	\$ 58,548.98	\$ 219,927.02	21%
Electricity	\$ 7,000.00	\$ 1,338.78	\$ 5,661.22	19%
Other Utilities	\$ 515.00	\$ 269.15	\$ 245.85	52%
Repairs, Maintenance, Replacements	\$ 17,388.00	\$ 3,953.82	\$ 13,434.18	23%
Alarms	\$ 2,000.00		\$ 2,000.00	0%
C/W MARS	\$ 9,025.00	\$ 7,925.00	\$ 1,100.00	88%
Telephone	\$ 500.00	\$ 93.67	\$ 406.33	19%
Postage	\$ 42.00		\$ 42.00	0%
CPC Licenses	\$ 14,400.00	\$ 1,674.62	\$ 12,725.38	12%
Other services	\$ 1,000.00		\$ 1,000.00	0%
Office/Other supplies	\$ 6,050.00	\$ 2,453.02	\$ 3,596.98	41%
Custodial supplies	\$ 1,010.00	\$ 230.12	\$ 779.88	23%
Library materials	\$ 79,950.00	\$ 12,633.70	\$ 67,316.30	16%
Dues/memberships	\$ 140.00		\$ 140.00	0%
Total	\$ 417,496.00	\$ 89,120.86	\$ 328,375.14	21%

Trustees Accounts

	07/01/25 Opening	Income	Expenses	Reserve Capital Campaign	Reserve Archives + restricted	Reserve other	Balance
Bldg donations	\$200,347.66	\$2,887.65		\$203,235.31			
LIG/MEG Grants	\$64,623.95		\$694.45	\$22,000.00			\$41,929.50
Regular donations	\$52,390.47	\$365.66		\$50,500.00	\$922.49	\$300.00	\$1,033.64
Fines revolving acct	\$268.18	\$42.95					\$311.13
RS Douglas	\$10,470.20	\$18.28			\$10,000.00		\$488.48
Carrick Fund	\$1,964.29		\$1,200.00				\$764.29
Total	\$330,064.75	\$3,314.54	\$1,894.45	\$275,735.31	\$10,922.49	\$300.00	\$44,527.04

**Director's Report
Circulation Report**

Format	2024 collection to everyone	2025 collection to everyone	2024 Borrowed by Douglas patrons	2025 Borrowed by Douglas patrons
Audio	4	5	21	11
Audio enabled book	16	49	37	44
Blu-Ray	43	26	19	6
Book	2660	2587	2372	2,269
DVD	416	486	343	384
Equipment (Instruments, hotspots)	14	16	14	14
Laptop	37	34	37	34
Game	14	8	22	3
Museum Pass	3	4	3	4
Music	109	136	5	14
No Circ Modifier			10	7
Periodical	58	40	56	55
Puzzles	4	4	4	6
TOTAL EVERGREEN CIRCULATION	3378	3395	2943	2851
Kanopy Streaming Video			6	26
CreativeBug Classes Watched			0	0
Digital Books	1415	1328	736	566
Digital Audiobooks	1776	1855	904	931
Digital Magazines			68	291
TOTAL DIGITAL CIRCULATION	3191	3183	1714	1814

TOTAL CIRCULATION OVERALL	6569	6578	4657	4665
Wifi Sessions			217	155
Door Count			1793	2013
Active Programs			13	20
Active Program Attendance			169	805*

*Eephus accounted for 341 program attendees.

Website visitors: 1,449

Website views: 2,513

Douglas Ways opened: 470

Douglas Mills opened: 177

In August there was a surge in programming numbers.

Since the last Trustees' meeting, the Library has been busy with staff changes, hiring, basement renovation, Museum on Main Street program, and school starting up. One hundred plus library card applications from incoming middle schoolers are being processed. The jobber the Library uses to purchase books was bought by another company which has caused some concern of which book ordering sources to use.

Old Business

- **Building Projects**
 - **Accessibility**
Stephen Dix has not responded to Snook yet.
 - **Front Steps**
Boy Scouts Troop 134 has agreed to power wash the front steps before winter.
 - **Other**
BS Troop 134 will also do an attic cleanout. Snook is hoping for a dumpster donation, and a storywalk cleanup.

Basement renovations continues with work on the Archivist's space.

Brian Lavallee reinstalled a large rolling door in the main stacks.

The center room in the basement will be used by the Oktoberfest booksale as well as the Friends auction in the next few weeks. There was some discussion about using the basement space to for community involvement. It was agreed to put it on the agenda for the November Trustees meeting to discuss further.

- **Grants**
 - **Capital Campaign**

Last month, \$273,112.78.

This month, \$275,735.31.

- **Friends**

- **2025 Auction**

Chesebrough reported that the auction is ready for October 9-23

- **Oktoberfest**

The tax workoff volunteer who has sorted this book sale and arranged the materials, is going to volunteer the morning of Oktoberfest to help arrange the books. Snook requested to keep the Library to stay open until 4 PM on the Saturday when Ocktoberfest happens.

It was moved, seconded, and passed unanimously to keep the Library open until 4 PM on Saturday, October 4, 2025.

- **Federal and State funding updates**

No new news as of yet.

- **Action Plan for FY26**

Two trustees responded with suggestions which became a tentative bridge plan

- Make practical steps toward accessibility renovation**

Fundraise by seeking out corporate grants and donations.

Make inroads on the procedural portion and find out which committees, boards, commissions, etc., actually have to be involved.

Continue incremental basement improvements under the hope that it will be made accessible by an elevator or ramp at some point.

Keep plans practical and small.

- Develop Community Connection**

Keep developing small groups like Fiber Art Friends and book clubs.

Make better use of the program room once the Children's Librarian's office has been moved.

Pursue more big programs that get people talking and mingling downstairs.

Develop connections with patrons by offering proactive readers advisory.

- Administration**

The Library has delegated to staff PR, including the calendar, social media, website, etc., and revised procedures are needed so that proofreading the content is precise.

Consolidate recurring expenses that are possible into the operational budget rather than the Friends, so that money can be freed for other uses.

Slow down the overall decision making process to give trustees the time to contribute.

It was moved, seconded and passed unanimously to accept the bridge plan as presented by Snook.

- **Museum on Main Street**

The Library's involvement with the Museum on Main Street includes hosting the website, running the stuffed animal mayoral election, theming the storytimes, as well as Archivist Lavalley's presentations which also made first page of the Telegram and Gazette newspaper.

- **Payroll Transfer**

Last month Snook requested the trustees to vote to make \$6,000 of the personnel budget available for transfer at fall town meeting. This was moved and seconded but because of a technical malfunction there was no longer a quorum to vote. It was decided to postpone the vote until the September meeting. Snook amended the amount from \$6,000 to \$5,000. He had determined that an additional Page position would benefit the Library better to hire a substitute page who would work periodic training shifts to keep their skills up-to-date. It was moved, seconded and passed, 5 ayes and 1 nay, to make \$5,000 of the personnel budget available for transfer at fall town meeting.

- **Overdrive**

Snook is purchasing again in Overdrive. The discounts are not as generous, so a strategy is being used focusing on the budget and price points. Snook is also leveraging the cost-per-circulation (CPC) budget differently, concentrating on items that patrons are waiting for instead of enabling everything below a certain cost threshold.

New Business

- **Staff Luncheon and Training**

Snook requested that the trustees vote to close the Library on October 15 from 12:45 to 3:15 so that the staff could attend a town employee luncheon and training. This was moved, seconded and passed unanimously.

- **Line Replacement Quote**

The insulation around the refrigerant lines connecting the mini-splits to their compressors are no longer performing. When ECI (Energy Conservation Inc) installed these units in 2018, this insulation was described as cutting edge. However it is reactive to copper and heat and reaches a point where it suddenly and rapidly starts breaking down. The Library's units have reached that point. Renaud HVAC and Controls, Inc. has quoted \$14,838 to repair it. Snook will report on the status at October's meeting.

Next Meeting October 28, 2025 – 6:30 pm

The meeting adjourned at 7:45 PM.

Respectfully submitted,
Ellie Chesebrough, Secretary