

**SIMON FAIRFIELD PUBLIC LIBRARY TRUSTEES
DOUGLAS, MASSACHUSETTS
AGENDA
October 28, 2005
6:30 PM**

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

Absent: Morrow and Harvey

The meeting was called to order by Vice-Chair Anderson at 6:35PM.

It was moved, seconded and passed unanimously to approve the minutes for September 23, 2025.

Financial Report

	Appropriated	Expended	Balance	% spent YTD
Compensations	\$ 278,476.00	\$ 79,272.21	\$ 199,203.79	28%
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	\$ 12,866.16	\$ 4,521.84	74%
Alarms (Other Property Expenses)	\$ 2,000.00		\$ 2,000.00	0%
C/W MARS	\$ 9,025.00	\$ 7,925.00	\$ 1,100.00	88%
Telephone	\$ 500.00	\$ 142.52	\$ 357.48	29%
Postage	\$ 42.00		\$ 42.00	0%
CPC Licenses	\$ 14,400.00	\$ 2,872.97	\$ 11,527.03	20%
Other services (wowbrary, programs)	\$ 1,000.00		\$ 1,000.00	0%
Office/Other supplies	\$ 6,050.00	\$ 2,970.83	\$ 3,079.17	49%
Custodial supplies	\$ 1,010.00	\$ 230.12	\$ 779.88	23%
Library materials	\$ 79,950.00	\$ 17,590.51	\$ 62,359.49	22%
Dues/memberships	\$ 140.00		\$ 140.00	0%
Total	\$ 417,496.00	\$ 125,478.25	\$ 292,017.75	30%

32.69% of the fiscal year has been completed.

Trustees Accounts

	07/01/25 Opening	Income	Expenses	Reserve Capital Campaign	Reserve Archives + restricted	Reserve other	Balance
Bldg donations	\$200,347.66	\$4,641.87		\$204,989.53			
LIG/MEG Grants	\$64,623.95		\$719.45	\$22,000.00			\$41,904.50
Regular donations	\$52,390.47	\$417.96	\$242.37	\$50,500.00	\$680.12	\$300.00	\$1,085.94
Fines revolving acct	\$268.18	\$43.95					\$312.13
RS Douglas	\$10,470.20	\$26.06			\$10,000.00		\$496.26
Carrick Fund	\$1,964.29	\$1,239.00	\$1,320.00				\$1,883.29
Total	\$330,064.75	\$6,367.84	\$2,281.82	\$277,489.53	\$10,680.12	\$300.00	\$45,682.12

Director's Report

September Circulation Report:

Format	Sep. 2024	Sep. 2025
Books	2557	2301
Audio	120	20
Periodicals	48	48
Video	353	352
Other Physical Media	57	99
Digital Loans	1734	1987
Wifi Sessions	210	180
Passive Programs Distributed	96	245
TOTAL:	5,175	5,232

Website visitors: 1,098

Website views: 2,162

Douglas Ways opened: 481

Douglas Mills opened: 167

Door Count: 1,839

From Eephus to the Museum on Main Street to Oktoberfest to the Friends auction while concurrently managing basement remodelling. made for a lot of big activities at the Library. With the demise of the Baker and Taylor company from which books were purchased adjustments had to be made by finding a different book company. In other activities:

- Snook is advising a small group of 6th graders who want to start a Dungeons and Dragons club at the Library.
- Archivist Lavallee, with the help of a patron, has compiled a list of food pantries and a calendar of free meals available throughout the area.
- Two new magnetic boards for the outside sign and additional lettering were purchased providing pre-make signs to change quicker.
- The Winter Stroll is scheduled for December 13th, 3pm - 6pm.
- The Library submitted a scarecrow, Pete the Cat, for the Douglas Common competition.

Old Business

○ **Building Projects**

▪ **Accessibility**

No report.

▪ **Front Steps**

Troop 134 Boy Scouts are willing to take on, but want to clean out the attic first. Snook will ask Ben's Rubbish for a dumpster.

▪ **Mini-split cooling lines**

Finding funds for the \$14,838 estimate to fix the refrigerant lines needs attention. The \$5,000 Trustees voted on last month to transfer to the needs for other town departments at the next Special Town Meeting by shaving from the Library's personnel account, can be transferred into the Library's operations account to cover extraordinary repairs. It will be on the November 17, 2025 Special Town Meeting. This would give \$9,521.84 left in maintenance and repairs which would need \$5,316.16 more to fix the refrigerant lines. Snook suggested to the Trustees to vote to pay for this out of LIG/MEG grants. There is almost \$42,000 of unrestricted money there. The \$9,521 remaining in the operational repairs and maintenance account can then be used to tackle other projects before the end of the fiscal year including lighting issues, rewiring of the LAN network, public seating, making the central room into a public space, and pursuing carpet cleaning quotes.

A motion was made and seconded to approve up to \$15,000 out of LIG/MEG grants to pay Renaud to fix the Library's AC refrigerant lines. In discussion Chesebrough felt the Library had enough budgeted in maintenance and repairs and should just take the \$5,316.16 needed from LIG/MEG grants.

The motion as presented was voted and passed with 5 ayes and 1 nay.

○ **Grants**

▪ **Capital Campaign**

Last month, \$275,735.31. This month, \$277,489.53

○ **Friends**

▪ **Oktoberfest**

\$1,133.92 raised by book sale. Over 1,800 patrons visited the Library.

- **2025 Auction**
\$6,042 in high bids; other donations to be determined for a total.
- **Federal and State funding updates**
CWMARS is trying to get libraries to adopt CIPA (Children's Information Protection Act) filtering and apply for federal e-rate funding to help defray the cost of member libraries' internet services. Back in the post 9/11 days, this was regarded as anathema to everything libraries believe in when it comes to freedom of information and access. These filters have changed a lot. They are intended to keep users away from websites that are dangerous. CWMARS is pushing hard to explore the process and get on board for their own cybersecurity and to keep their costs down.
- **Museum on Main Street (MOMs)**
MOMs was successful as far as the Library was concerned. 437 ballots were submitted to name a stuffed animal as the mayor of Douglas by election. Bald-E won by a landslide due to screentime being a hot-button topic at the schools. The Children's librarian's democracy-themed storytimes were filled up. And about 80 of the thematic brain bundles were distributed.

New Business

- **Security Cameras**
Dave Vernaglia, the town's IT (Information Technology) specialist is helping the Library to plug in a NVR (network video recorder) to replace a broken one.
- **Holiday Closings**
Thanksgiving, Christmas, and New Year's Eves are all on Wednesdays this year. Snook suggested to close the library at 1pm on all three days. The staff would not be paid unless they took vacation time.
- **Other**
The town administrator is expecting a FY27 budget from the Library for \$431,180. FY26 is \$417,496.

Next Meeting November 25, 2025, 6:30 pm

Adjourn 7:45 pm

Respectfully submitted,
Ellie Chesebrough, Secretary