

Simon Fairfield Public Library Trustees Meeting

August 25, 2026

6:30 PM

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

Absent: Harvey

Morrow called the meeting to order at 6:32 PM. It was moved, seconded and passed unanimously to accept the Minutes as written for July 28, 2026.

Financial Report Municipal account status as of August 20, 2026, 13.74%:

	Appropriated	Expended	Balance	% spent YTD
Compensations	\$ 278,415.00	\$ 37,500.67	\$ 240,914.33	13%
Electricity	\$ 7,500.00	\$ 686.04	\$ 6,813.96	9%
Other Utilities	\$ 600.00		\$ 600.00	0%
Repairs, Maintenance, Replacements	\$ 18,818.00	\$ 2,836.40	\$ 15,981.60	15%
Alarms (Other Property Expenses)	\$ 2,110.00		\$ 2,110.00	0%
C/W MARS	\$ 8,127.00	\$ 8,127.00	\$ -	100%
Telephone	\$ 600.00		\$ 600.00	0%
Postage	\$ 150.00		\$ 150.00	0%
CPC Licenses (and movie license)	\$ 12,000.00	\$ 1,769.73	\$ 10,230.27	15%
Other services (wowbrary, programs)	\$ 375.00		\$ 375.00	0%
Office/Other supplies	\$ 7,250.00	\$ 735.03	\$ 6,514.97	10%
Custodial supplies	\$ 1,500.00		\$ 1,500.00	0%
Library materials	\$ 80,000.00	\$ 8,584.33	\$ 71,415.67	11%
Public Safety/Works Supplies	\$ 400.00	\$ 1,198.00	\$ (798.00)	
Mileage	\$ -	\$ 45.91	\$ (45.91)	
Total	\$ 417,845.00	\$ 61,483.11	\$ 356,361.89	15%

Trustee accounts:

Accounts	07/01/26 Opening	Income	Expense	Reserve Capital Campaign	Reserve Archives + restricted	Reserve other	Balance
Bldg donations	\$231,306.96	\$0		\$236,572.58			
LIG/MEG Grants	\$66,433.02	\$0		\$22,000.00			\$44,208.02
Reg donations	\$57,842.45	\$0		\$50,500.00	\$586.76	\$33.89	\$5,464.20

Fines	\$18.98	\$0					\$68.98
RS Douglas	\$10,900.65	\$0			\$10,000.00		\$1,148.80
Carrick Fund	\$1,223.29	\$0					\$1,223.29
Total	\$367,725.35	\$0		\$309,072.58	\$10,586.76	\$33.89	\$52,113.29

Director's Report

July circulations (compared to last July):

Loans: 5,001 (down 390)

Books: 2,389 (down 295)

Audio: 13 (down 19)

Magazines: 22 (down 24)

Video: 367 (down 24)

Digital Books: 683 (down 54)

Digital Audio: 973 (down 45)

Digital Magazines: 267 (up 16)

Streaming Video: 44 (up 35)

Other Physical Media: 56 (down 11)

Internet Access Sessions: 186 (up 31)

Research Articles Downloaded: 1 (up 1)

Programs: 18 (down 4)

Program Attendance: 338 (down 15)

Door Count: 2,006 (down 597)

Website Visitors: 928 (down 154)

Website Views: 1,685 (down 463)

Registered Borrowers: 2,920 (up 15 over last month)

Update:

This July was not as busy as last July, but it a busy month. There seems to be a lot more people lingering in the library, tutors, parents hanging out with kids, teens playing Magic the Gathering, people meeting for appointments. It has been nice to see.

The summer reading programs developed by Children's Librarian Soderman and Circulation Librarian Soffey requiring work and coordination to provide strong services. Soderman had 306 participants logging 1,356 hours of reading and Soffey had 52 adult participants read 312 books.

The carpets have been cleaned.

The security camera network cannot integrate them into the CWMARS network properly because the old cameras have compatibility issues. As Snook replace them he will use newer cameras that plug directly into the network video recorder, bypassing the necessity for extra switches.

Old Business

- **Building Projects**

- **Accessibility**

Nothing new to report

- **LULA lift**

Nothing new to report

- **Massachusetts Office on Disabilities Grant**
Nothing new to report
- **Tusino transition and plan steps**
Douglas has formed a Douglas Americans with Disabilities ACT (ADA) with members:
 - Ben Tusino
 - Dick Skinner
 - Jennifer Zifcak
 - Paul Beckwith
 - Sarah Guimond
 - Eric Bowlin
- **Building Needs**
 - **Roof Replacement**
Nothing new to report.
 - **Front Steps**
A proposal from JS Masonry Restoration (Malgorzata Sudyka is the owner) to pressure wash the concrete steps at the entrance, remove all loose and damaged spots, patch them with a durable replacement, paint it a concrete color, and waterproof completely for \$4,900. Snook feels it can be funded using the operational repairs and maintenance budget.
- **Capital Campaign**
The Library's Building Fund is currently at \$309,072.58
- **Friends**
 - **Auction**
Donations are being collected through September 25 and the auction will run from October 9 to October 23.
- **Federal, State, Douglas funding updates**
Nothing new to report.
- **Strategic Plan Updates**
The Massachusetts Board of Library Commissions (MBLC) is requiring all public libraries qualifying for Library Incentive Grants and Municipal Equalization Grants (LIG/MEG) to upgrade their strategic plans. Snook is working on a survey and asked the Library Trustees for their thoughts. A self-evaluation also needs to be completed by the Douglas Americans with Disabilities Act {ADA} committee.

New Business

None

Next Meeting September 22, 2026, 6:30 pm

The meeting was adjourned at 7:19 PM

Respectfully submitted,
Ellie Chesebrough, Secretary