**Bancroft Memorial Library**

**Hopedale, Massachusetts**

**Board of Library Trustees**

**Minutes: November 14, 2023**

Present: Christine Seaver – Chair, Marie Riddell – Secretary, Frederick Oldfield III, Tricia Perry - Library Director

The meeting was called to order at 4:08 p.m.

Library Minutes

* Fred Oldfield III made a motion, and Chris Seaver seconded to accept the minutes for October 3, 2023. All voted in favor.

Director’s Report

* Accepted as submitted.
* Library Legislative Breakfast. After a meeting of the Blackstone Valley Library Directors, it was suggested that a Library Legislative Breakfast be held at a library that had endured/had survived almost being closed instead of a brand new library. The Bancroft Memorial Library was suggested and Tricia accepted.
	+ The breakfast would be held on a Friday morning from 8am-9:30 in January or February (Jan 5 or 19, or Feb 2 or 9)
	+ State and local representatives have been contacted and will be invited to participate as featured guest speakers. We will confirm date based on calendar availability of key participants.
	+ George Comeau (Mass Board of Library Commissioners) has been invited to present the keynote address.
* Laura met with the reading specialists at Memorial. They are reinventing the “Check It Out” program as a “Check-Out Challenge” that will run February-March with tiered Scholastic Book Fair rewards for the teachers.
* Grant submissions to the Cultural Council
	+ Friends of the Library – 2 grant requests submitted.
	+ Tricia submitted a grant for passes to the Museum of Fine Arts.
	+ Laura submitted several grant requests for the Children’s Room.
* Children’s book collection weeding/reimagining. Kudos to the team on the huge amount of work!

Facility Repairs & Updates

* Tricia has been in contact with Town Administrator – he is expecting the engineering plan for the Library HVAC system next week.
* Furnace is working OK for the time being.
* Covers for the window air conditioners have been ordered for the Program Room and the Children’s Room.
* Timeframe on HVAC is TBD.
* Smoke alarms – Custom Alarms installed the new smoke detectors (7) and we are now up to code. Tricia notified HFD that the alarms have been installed.
* Dynamic Janitorial did a great job on the carpet cleaning over the weekend of November 10th. They repositioned/replaced all of the furniture after the carpet cleaning.
* Gutters are scheduled to be cleaned after Thanksgiving.
* Statue of Hope is scheduled to be covered tomorrow (November 15)/scaffolding be put up. Tricia drained the water from the upper fountain and Hopedale Highway Department is going to come over to remove the leaves.
* Tree removal and planting – The Friends of the Library have been looking for a location to plant a memorial tree for Nancy Collins. The Library has a decaying tree on the corner of the property. Possibility of putting it there. Chris Seaver reached out to the Tree Warden a few times for confirmation that we could have the decaying tree removed and plant the new tree there – maybe a flowering dogwood? Waiting on additional info.
* As part of another project, the Library had some overhead lights/lightbulbs replaced.

Staffing Update

* Laura has been here for a little over 2 months and is running lots of great programs and they are growing in popularity.
	+ As of this morning, the attendance on Toddler Tunes is 11 – great attendance!
* Laura has been doing a lot of weeding of the children’s collection and all weeded books were picked up in preparation for the carpet cleaning.

Budget Update FY24

* Tracking as expected
* Tricia will be meeting with the Town Accountant on 11/15 to review FY2024 in preparation for getting ready for the FY25 budget cycle.

Furnishings

* Have the ARSL grant for re-imagining the Program Room.
* Proposed getting new European style chairs that are stackable up to 35 on a cart or 8 on the floor with “Hopedale Blue” upholstery. Both armed and armless chairs.
* Library was approved in the first round for state aid. First half is $7420.34.
* $7,746.00 is the amount for the chairs and can be funded out of the remaining ARSL grant and either the Hopedale Community Fund, Seven Hills Grant Funding, or State Aid.
	+ Chris Seaver made a motion to spend the amount of $7,746 for the chairs to be paid from the ARSL grant and remaining Hopedale Community / Seven Hills Grant Funds. Fred Oldfield III seconded. All voted in favor.

Library Strategic Planning Update

* The Strategic Plan will be submitted online.
* Action Plan is due December 1.
* Action plan/Strategic Plan were reviewed by the Board. Fred Oldfield III made a motion to accept both documents and Marie Riddell seconded. All voted in favor.

Friends of the Hopedale Library

* There will be a fundraising Wine & Beer Tasting on November 18th at the Hopedale Country Club at 7pm.
	+ Thanks to Gary Neves and the Hopedale Package Store
	+ There will be a 50/50 raffle
	+ Tickets are $20 in advance / $25 at the door
* December 9th, Janet Billings’ Holiday Choral Quartet will be performing at the Library from 1-2pm
* The Friends are reaching out to businesses for sponsorships for museum passes.

Programming Notes

* The Library is ready for the Winter Stroll! The Friends will be having a book and puzzle sale
	+ The Library will be open from 10-6 for the stroll and will have hot cocoa and hot mulled cider for the cocoa crawl. (Good Luck!)
* Adult craft classes are coming to the Library
	+ Every 3rd Monday from September through December
	+ December is a terrarium project with needle felted animals
* The 125th Anniversary for the Library is coming up. Tricia is having postcards created featuring the original blueprints of the Library.
	+ Pre-planning: potentially kick off the celebration with postcards and cake/cookies?
	+ Get pricing on sun catchers that would feature the library. Tricia will reach out to a glass company in Westwood for pricing. Can they be sold through the Friends? Can we end the celebration year with these?
	+ Can we get a banner for the front of the library?

New Business:

* Tricia is working on the FY25 budget
* It is time for contract renewal for Tricia (Library Director). Contract renewal should be completed between December and June and will be negotiated by the Trustees with review by Town Counsel.
* Actions for Library Trustees & Director:
	+ Trustees should schedule a performance evaluation for Tricia before the December Meeting
	+ Tricia to have a working DRAFT of the FY25 budget

Public Participation:

* None

Adjournment

* Chris Seaver made a motion and Fred Oldfield III seconded to adjourn the meeting. All voted in favor. The meeting adjourned at 4:50 p.m.

The next Trustees’ meeting will be on December 12, 2023 at 4:00 p.m.

Respectfully submitted,

Marie Riddell, Secretary