Bancroft Memorial Library

Board of Library Trustees

Minutes: October 3, 2023

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

The meeting was called to order at 4:00 p.m.

Library Minutes

* Fred Oldfield III made a motion, and Chris Seaver seconded to accept the minutes for September 5, 2023. All voted in favor.

Director’s Report

* Accepted as submitted.

Facility Repairs & Updates

* Throughout the summer, with the air conditioning malfunctioning, the Library was only forced to close early once.
* Funding for the design and engineering of the HVAC system has been approved by the Select Board (ARPA Funds – Tighe and Bond)
* Next steps:
	+ Kick-Off meeting on 10/4 on an engineering design & system review
	+ Inspection of existing system.
	+ Funding approval at November special town meeting (11/7).
* Smoke alarms – Tricia reached out to the company to schedule. Looking at 10/16 at 8 am as the date.
* Carpet cleaning (carpets ONLY) has been scheduled for the weekend of November 10th. The Library will be closed on Nov 10/11 in observance of Veteran’s day.
* Slate roof tiles – issue has been reported and Town Administrator is doing further investigation
* Water/leaks – Rain water is pooling in the staff bathroom during heavy storms. Would like to get this issue on the capital expenditures agenda for FY25.
* Masonry pointing for the Library exterior still needs to be addressed.
* Statue of Hope is scheduled to be covered the week of November 13. Louise has been in touch with the Library and wants to make sure that the statue is cleaned and the covering installed on a relatively warm and sunny day.
* D&S Landscaping quoted $560 to remove the ivy from the outside of the Library (it’s pretty, but destructive to the structure) and general fall cleanup. Funding will come from Library Repairs & Maintenance budget line.
* Tucker Library Interiors – was the company we were using to procure new chairs for the teen room. Due to unforeseen circumstances, we may need to change vendors. Tricia will re-evaluate the chairs that were approved for purchase and provide an alternative/update.

Staffing Update:

* Laura Brillant-Giangrande will be starting some new programs in October including:
	+ Teen Advisory group on 1st Wednesday
	+ Homeschooling Programming
	+ Storytimes
* Storytimes held so far had 6 attendees in each session.
* Laura had a great visit at BBC! She read to all the classes and talked about the upcoming programs at the library.
* On Monday, October 2nd, the BBC did a field trip to the StoryWalk®  on the Community House Lawn: “***The Library Fish Learns to Read***”
	+ Bancroft Memorial has its very own Library Fish – who needs a name!

Budget Update FY24

* Budget has had a few unexpected costs but we are still working within our FY24 budget allocation.
* Library Salaries will track high as previously noted, due to vacation payout for retired Youth Services Librarian.
* Professional/technical line item is tracking higher due to an increase in cost for software/CWMARS to do PC maintenance ($75/pc). Funding can come out of Library Repair & Maintenance budget line.
* Janitorial/Utility/Fuel – paid from consolidated central town budget.
* Elevator repair/electrical upgrades for the lights can come out of the maintenance budget.
* Can use $1200 from the repair/maintenance for carpet cleaning.
* Music and Audio CD budget can be reduced if needed (not as much demand).

Library Strategic Planning Update

* The Strategic Plan is still being finalized.
* We missed the 10/1 deadline, but we can still do an amended action plan and submit it within the next month.
* The Library can potentially get a variance if needed for any grant applications.
* Library staff has already implemented some of the actions from the Focus group held in August
	+ Maker Mondays – adult crafting
	+ Wall Street Journal was added to the newspaper subscription
	+ Looking at additional passes for Adults and sharing with Blackstone Valley

Friends of the Hopedale Library

* The Friends met in September and are planning events from April onward.
* There will be a fundraising Wine & Beer Tasting on November 18th at the Hopedale Country Club.
	+ The Friends are meeting with the country club the week of October 10th to discuss food options
* October 21st is a program on “Witchcraft in the 21st Century.” Leslie Cape from A Touch of Magick will be the guest speaker.
* The Friends are discussing additional fundraising options – book sales, flower Power in the spring and fall, etc.
* Flower Power Fall fundraiser is underway through October 15.
* The Friends will be doing a seed library in the spring.
* Friends will be applying for Hopedale Cultural Council grants – hoping to be able to fund an MFA pass and two programs.
* The Friends meet on the 2nd Wednesday of the month at 6:30.

Programming Notes

* Adult craft classes are coming to the library
	+ Every 3rd Monday from September through December
	+ October is decoupage with sea shells (Mary Alice Gruppi)
	+ November is needle felting ornaments
	+ December is a terrarium project with needle felted animals
* The Library is working hard on its scarecrow for the Historic Hopedale Scarecrow-Fest!
* Library programming is being shared more on social media to help get the word out.

New Business:

* The glass case in the children’s room (circa 1927) is potentially looking for a new home. All agreed that if a new use for it was not found, that the case could be offered up to another town department. All items in the case would be retained by the Library.
* Tricia was approached by the class of ’24 to put a quarter page ad in the yearbook. All agreed. The cost is $100.
* The Mass Library Association has 2024 scholarships available for towns with a population under 10k. The scholarships are $2500 and are meant to help with travel costs for library staff to attend the Public Library Association Conference in Ohio April 3-5. Tricia will reach out to full-time Library staff and see if anyone is interested in attending, and if so, will submit an application for the Bancroft Memorial Library.

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 4:38 p.m.

The next Trustees’ meeting will be on November 14, 2023 at 4:00 p.m.

Respectfully submitted,

Marie Riddell, Secretary