Bancroft Memorial Library

Board of Library Trustees

Minutes: January 9, 2024

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 Marie Riddell seconded to accept the minutes for December 12, 2023. All voted in favor.

**Director’s Report**

* Accepted as submitted.

**Facility Repairs & Updates**

* Tricia has reached out to the Town Administrator for an update on the HVAC. Mitch Ruscitti (TA) is having a call with Tighe and Bond on Thursday, January 11th for an update on the plan.
  + Plans should be ready in February for bids/contractor selection. Some of the replacement units may not fit in the existing millwork. Will need to see if we need an architect to include millwork in the installation.
  + AC tech specs will be ready late in January/early February. This work can be done separately. We will know more in February.
  + Open item: whether we need to go with the same contractor for both heating and AC or whether we will be using the same contractor for both
* Storm damage
  + Adjustor came out to view the damage to the Library from the storm on December 18th. Determined that the damage is not due to a catastrophic event – it is recurring, so will not be covered. Note that the Library has a $5k deductible.
* Tree in memory of Nancy Collins
  + Tree Warden has not been responsive to calls or emails.
  + Tricia to follow up with the Town Administrator

**Library Legislative Breakfast**

* The Library Legislative Breakfast will be held at the Bancroft Memorial Library on January 19th, from 8-9:30 am.
  + Breakfast/beverages from the Coffee Bar
  + No snow date has been scheduled
  + State and local elected officials have been contacted/invited
  + The theme is “Building a Stronger Commonwealth One Person at a Time”
  + George Comeau (Mass Board of Library Commissioners) will present the keynote
  + Speakers will cover topics from eBook access to funding/state aid, technology and broadband accessibility, and funding shortfalls.
  + Attendees from the Library’s Community Focus Group (Strategic Planning), Department Heads, members of the Hopedale Select Board, staff, Friends and Trustees of other libraries have been invited to attend, and so far, we have 10 confirmed. This meeting will not be streamed.

**ARSL**

* Tricia submitted paperwork/report

**Annual Report**

* Very thoroughly done
* Will be submitted to Martha White
* Printed copy will be available next year
* All existing annual reports have been digitized. Need to check on how to submit additional single year volumes to be added to digital archive.
* Library’s Annual Report will be posted on the Library’s website

**Staffing Update:**

* Youth Services
  + Laura and Tricia have been involved with the Milford Family and Community Network. Several migrant families have been housed in Milford. Tricia and Laura went over and did a free play and story time with the kids.
  + Distributed some of the books from the 1000 Books Before Kindergarten Foundation
  + Storytime is every other Wednesday
* Laura is meeting with the 6th grade on January 12th to talk about books/all levels of reading and the 2024 “Check Out Challenge”!

**Budget Update FY24/FY25**

* Tracking as expected
  + Professional/Technical will overspend due to premiere tech help desk (through CWMARS). Line item will be increased for FY25 budget.
  + Maintenance costs are creeping up
  + FY25 preliminary operating budget submitted to the Town Administrator for review

**Director’s Evaluation and Contract Negotiation**

* Tricia has been an asset to the library. Everyone pulled together for the budget override and she did a great job of keeping folks informed. She also did a great helping the Trustees and Friends
* Suggested contract to be reviewed and submitted to the Town
* Motion made by Fred Oldfield III and seconded by Marie Riddell to extend the Director’s contract. All voted in favor.

**Friends of the Hopedale Library**

* The Friends have a meeting on January 10th. No big updates at this time
* Flower fundraiser will be held in the spring/summer
* Working on getting more corporate sponsorships for museum passes
* The Friends have events planned through the end of 2024 and are working on events for the spring of 2025.
* Looking at different fundraisers – maybe a gift basket raffle
* Looking at timing to solicit businesses so that they can accommodate the requests
* Public suggestions for programming are always welcome
* Free seed program will be available again
* April 21st event – Maker Program will be “Seedlings 101” with Suzie Canale

**New Business:**

* + Need to reschedule the March Trustees meeting to March 12. Tricia will be out of office the week of the 5th
  + The Library is in receipt of a gift of $250 from Fred Oldfield III to the Marjorie Hattersley fund. The library staff and Trustees thank Fred for his donation!

**2024 Meeting Schedule:**

January 9, 2024

February 6, 2024

March 12, 2024\* updated

April 2, 2024

May 7, 2024

June 4, 2024

July 2, 2024

August 6, 2024

September 3, 2024

October 1, 2024

November 12, 2024

December 3, 2024

**Public Participation:**

* None

**Adjournment**

* Fred Oldfield III made a motion to adjourn the meeting and Chris Seaver seconded. All voted in favor. The meeting adjourned at 4:34 p.m.

The next Trustees’ meeting will be on February 6, 2024 at 4:00 p.m.

Respectfully submitted,

Marie Riddell, Secretary