Bancroft Memorial Library

Board of Library Trustees

Minutes: December 12, 2023

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

The meeting was called to order at 4:01 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**

* The Library Legislative Breakfast will be held at the Bancroft Memorial Library on January 19th, from 8-9:30am.
	+ State officials have been invited. Waiting on confirmation of attendees.
	+ George Comeau (Mass Board of Library Commissioners) will be the keynote speaker.
	+ Jeanette Lundgren from CWMARS will speak to technology funding.
	+ Attendees from the Strategic Planning session, Department Heads, Hopedale Select Board, and staff, Friends, and Trustees from other libraries will be invited to attend (invites going out shortly). This meeting will not be streamed.

**Facility Repairs & Updates**

* At the November 29th Town meeting, funding for the HVAC system at the Library was approved - $101k ($95,506 previously allocated in the May meeting plus an additional $4494 from the public works budget)
	+ Still waiting on the design and estimate from Tighe and Bond.
* Gutters were cleaned at the end of summer and again in the fall. Recommendation from Dave Farrer is that the gutters be cleaned 2x a year and has put the Library on the schedule.
* Tree removal and planting – The Friends 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. Still waiting on a response/guidance from the Tree Warden.
* Overall clean-up being done in advance of the Winter Stroll.

**Staffing Update:**

* Laura has been here for a little over 3 months! Her re-imagining of the Children’s room is going great.
	+ Ongoing weeding of the collection
* The Library Director’s contract needs to be renegotiated. The Town Administrator recommends that Library Trustees move forward with renegotiation as soon as possible in order to have updated information included in FY25 budget discussions.
	+ Action for Trustees –Director’s Annual Performance Evaluation—Trustees will meet with Tricia individually before the January Trustee meeting.

**Budget Update FY24**

* Tracking as expected
* Tricia met with the Town Administrator. First draft on the FY25 budget is done and needs to be submitted by December 21. As outlined, the budget does meet the library accreditation requirements:
	+ Includes increases of 3%
	+ Budget is level-funded except for salaries
	+ Heat and electric are consolidated into the town account
	+ There is a placeholder for the Director for salary. The minimum salary for the Director is $75k (as agreed in the May 2023 town meeting). With a 3% increase, the salary will meet the minimum requirement.
* Grants for programming/passes at the library have been submitted and some approved
	+ The Friends submitted 2 grants for programming and passes (both approved)
	+ The Library submitted 9 applications for grants and passes including a pass for the Museum of Fine Arts. 8 of the 9 applications were approved, including the museum pass.

**Furnishings**

* + The new chairs for the program room have been ordered!

**Library Strategic Planning Update**

* The Strategic Plan and the Action Plan for the library were submitted and accepted and approved by the MBLC.

**Friends of the Hopedale Library**

* The Friends participated in the Hopedale Winter Stroll with a book and puzzle sale, and raised a good amount of money
* January is the next event – Join James Buckley on Monday, January 29 at 6:30pm for a talk on William Franklin Draper.
* The Friends are looking for fundraising ideas in addition to the ongoing book sale.
	+ The Wine tasting in November went OK. It was scheduled on a busy weekend. Opting not to have a tasting in 2024, in favor of running a different event.
	+ The Friends are reviewing plans 6 months in advance.
	+ They are looking at increasing corporate sponsorships of passes and programs.
	+ Also looking to increase the membership of the Friends group. There will be a membership drive in the spring, included in the Hopedale newspaper.
	+ Working on more social media posts to get the word out on programs – there is now an Instagram account for the library.

**Programming Notes**

* The Library had 580 visitors for the Winter Stroll!

**New Business:**

* + This year, Christmas falls on a Monday. The library is open on Saturday, December 23. Tricia proposed that the library close on the 23rd so staff can enjoy time with family. Marie Riddell made a motion to update library hours to be closed on Saturday, December 23rd. Fred Oldfield III seconded the motion. All voted in favor.
	+ Tricia is working on a draft of the annual report and will share as soon as it is ready
	+ Noteworthy stat – Year over Year collection use is up 62% (2021-2023)for adult and children’s books
	+ The library is in receipt of a gift of $53.87 from Mr. Louis Noferi in Marjorie Hattersley’s name. The library staff and Trustees thank Mr. Noferi for his donation!

**2024 Meeting Schedule:**

January 9, 2024

February 6, 2024

March 5, 2024

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**

* Chris Seaver made a motion and Fred Oldfield III seconded to adjourn the meeting. All voted in favor. The meeting adjourned at 4:28 p.m.

The next Trustees’ meeting will be on January 9, 2024 at 4:00 p.m.

Respectfully submitted,

Marie Riddell, Secretary