Bancroft Memorial Library

Board of Library Trustees

Minutes: July 14, 2023

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

The meeting was called to order at 2:00 p.m.

Library Minutes:

* Fred Oldfield III made a motion, and Marie Riddell seconded to accept the minutes for June 6, 2023. All voted in favor.

Director’s Report:

* Accepted as submitted.
* Tricia met with Mitch Ruscitti, the new Town Administrator
* Circulation is up 32% in FY23 over FY22
* Children’s book circulation is 58% higher
* Options for expanding or updating the “Check It Out” Program (October) – Tricia will work with new Youth Services Librarian to coordinate with schools
* Air conditioning is working – at the moment

Staffing Update:

* Elaine Kramer’s last day will be Sept 1. The library will be open from 10-2. Celebration is planned for 12 – 2.
* Elaine’s party:
	+ Tricia had contacted our state representatives, and Senator Fattman is preparing a citation for Elaine
	+ Tricia checked on ice cream trucks – Juniper Farms is available.
	+ Monica Phillips has offered to help decorate
	+ Amy Catalogna is putting together a scrapbook
* Vinny is staying on as Library Page for the summer
* The library has two fabulous volunteer pages alternating days
* Search for Youth Librarian
	+ 8 candidates applied (several very qualified)
	+ 1 more interview to go, and hoping to have a final decision by next week
	+ Target start date for the person is Sept 5

Budget Update FY23

* Giving back $2200 in salary. Have ~$2200 in expenses outstanding
* Smoke detectors quote – still waiting on a quote for replacement. Timing on this will necessitate the cost being in the FY24 budget
* The air conditioning system repair/replacement will also need to be an FY24 budget item
* FY23 book budget has been spent

Budget Update FY24

* We have started the FY24 budget cycle
* Library Staff is moving forward with ordering books, periodicals, etc for the FY24 budget
* The CWMars membership was processed in July and one of the provided documents was our assessment/membership dues of $6,719 for FY23. The usage based value of our membership is $84,329, which correlates to a replacement value of $218,242
* When staff retire, any remaining vacation time is included as a payout in their final check. This may result in an overspending in the wage/salary line for the year. Options include additional funding allocation at Fall Town Meeting, or potentially look at using state aid/unused page hours
* Utilities (Energy and Water/Sewer) will be paid out of the consolidated town account budget line beginning in FY24

2023 Summer Reading Program Update

* Summer Reading has 263 participants! (Last year, we had 217!)
* The Milford Ace Hardware has provided 2 gift certificates
* OverDrive recently donated a Galaxy Tab device as a prize
* Drawings for Story Land and 6 Flags tickets were on July 8th and winners contacted, so that they can use the tickets. There were 70 entries for these drawings
* Capstone Project – the Library will be hosting “Read with Me” community read alouds and reading with therapy animals on Saturdays in July. July 29th will feature a cat or kitten along with the therapy dogs. Laura will also be collecting supplies for pets for Bay Path Humane Society
* 1,000 Books before Kindergarten
	+ We have a 1,000 book reader! (with a sign in the yard)
	+ The train in the children’s library section has all the stats – we have some kids at 500, 700, and 800 books. We are looking forward to more 1,000 book readers’ signs
	+ On July 26th, the library is having a celebration for the 1,000 books participants with Lauren Scheuer and Maudie the chicken. Thanks to the 1000 Books Before Kindergarten for their donation of 400 books to be used as incentives (100 copies of 4 books for the kids!)

Library Strategic Planning-Survey Results and Next Steps:

* Tricia has contacted Kristi Chadwick from the Massachusetts Library System to act as a facilitator for a public meeting
* Trustees and Library Director agreed on August 8th at 6:30 as the focus group date
* Tricia suggested (and Trustees agreed) that the invitation to the community should come from the Library email account
* Trustees are meeting on July 31st to review questions

Friends of the Hopedale Library:

* The Friends do not meet again until September
* The raffle basket drive has raised $415
* The book sale in June raised $35.69 (pop up sale in June at the Community House Birthday was cancelled)
* Question on how the new location for Friends’ book sale in the downstairs in the library is doing. With the change to an ongoing book sale instead of a 2x/year sale makes the comparison difficult.
* Hopedale Cultural Council covers some of the Friends’ programs at the library
* Flower Power Fall fundraiser is underway (through the fall). The spring Flower Power raised $400
* Received a memorial donation in Nancy Collins’ name (~$2k). The Friends are looking at potentially buying a memorial tree to plant at the high school
* Programs for the Friends are booked through March of 2024

New Business:

* Veterans’ Day is Saturday, November 11. Most town offices will be closed on the Friday. The Library will be closed both Friday, November 10 (for the observed holiday) and Saturday, November 11 (out of respect for Veterans’ Day actual holiday. (Town Administrator suggested scheduled closures).

Public Participation:

* None

Adjournment

* Fred Oldfield III made a motion and Chris Seaver seconded to adjourn the meeting. All voted in favor. The meeting adjourned at 2:36 p.m.

The next Trustees’ meeting will be on July 31, 2023 at 6:30 p.m.

Respectfully submitted,

Marie Riddell, Secretary