Bancroft Memorial Library

Board of Library Trustees

Minutes: September 5, 2023

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

The meeting was called to order at 4:03 p.m.

Library Minutes

* Fred Oldfield III made a motion, and Marie Riddell seconded to accept the minutes for July 31, 2023. All voted in favor.
* As agreed, Tricia will submit the notes from the August 8th forum as the August minutes.

Director’s Report

* Accepted as submitted.
* FY24 is tracking normally.
* Vacation payout for Elaine is putting some pressure on the salary line in the budget.
* With no working AC this summer, the library staff has been incredible. Thank you for your resilience and continued commitment to public service.
* Tricia is working on a draft strategic plan and financial report and will share with the Trustees when complete.
* The library received a donation in Elaine Kramer’s name from her daughter for $40 for a purchase in the children’s room.

Facility Repairs & Updates

* The fire alarm system needs repair. We have non-working and old fire alarms that need to be replaced.
	+ Quote for replacement is $6,782.00. Moving $6k from the maintenance funding to cover this cost. The balance will come from the repairs budget.
	+ Hopedale FD is in approval of the repairs and will do an inspection when the work is done.
* The elevator has been repaired and inspected.
* Carpet cleaning is being scheduled for the weekend of November 10-12 when the Library will be closed
* The replacement of the HVAC system will be allocated as a capital request.
	+ Town Administrator is working with Tighe & Bond on an engineering proposal for the fall town meeting, with work to be done as soon as possible.
	+ AC is not currently functional. The heat works for now.
	+ Both systems are over 30 years old.
* Roofing tiles – no update. As noted previously, there are a few roofing tiles missing/out of place. Tricia is working with the Town Administrator, as the roof work was a state/federally funded project.
* Gutter cleaning – we had an emergency clean out in August on the gutters, with regular annual cleaning & maintenance going forward.
* Statue of Hope is scheduled to be covered the week of November 13.
* Fred Oldfield III made a motion to reallocate the cleaning budget for Hope to the repair of the fire alarms. Marie Riddell seconded. All voted in favor.

Staffing Update:

* Congratulations to Elaine Kramer, who retired on September 1. The library hosted a well-attended retirement party. Thanks to all who attended!
* Welcome to Laura Brillant-Giangrande! Our new Youth Services Librarian stopped in at the Trustees meeting to say hello on her first day of work.
	+ Laura has already expressed excitement at being able to start up reading groups, teen groups, family activities, and continuing community outreach!
* Fall hours return on Fridays at the library, starting this week. The library will be open from 1-5 on September 8.

Budget Update FY24

* Budget is tracking normally (with exception for the smoke alarms).
* AC/HVAC would be considered capital expenses.
* Laura would like to refresh some of the children’s material.

2023 Summer Reading Program Recap

* We had 305 participants – a 40% increase over the 2022 program participation.
* The most popular prizes were the iPads and iPods.
* The Baskets were GREAT this year. Katie is already looking at baskets for next year.
* There was an idea to do a weekly gift card drawing.
* Required Summer Reading books have been checked out a lot.

Library Strategic Planning Update

* Thanks to all of the focus group attendees!
* There were lots of ideas and a great turn out.
	+ Some ideas will be easier to accomplish in the short term.
* Next step/goal is to have the strategic plan completed by the end of September (due October 1).
* The updated meeting room policy was reviewed. Chris Seaver made a motion to accept the updated policy and Fred Oldfield III seconded. All voted in favor.

Friends of the Hopedale Library

* The Friends meet in September (at a later date than the Trustee meeting).
* Flower Power Fall fundraiser is underway (through the fall).
* Programs for the Friends are booked through March of 2024.

Programming Notes

* Library sign up month is September. Tricia is coordinating with BBC
* Watch for a story walk on the Community House Lawn – “The Library Fish Learns to Read”.
	+ Laura will be hosting our very own Library Fish!
* Adult craft classes are coming to the Library:
	+ Every 3rd Monday from September through December
	+ September is a tile project
	+ October is decoupage with sea shells
	+ November is needle felting ornaments
	+ December is a terrarium project with needle felted animals
* October 1-7 is Banned Book Week
	+ Potential hosting a read-along or participating in a state-wide “read in” on a Saturday.
* Working with Mr. Miller at the Memorial school on “check it out” for grades 1-3.
* The library will be hosting its second annual pumpkin decorating event.
* The library is working hard on its scarecrow for Scarecrow-Fest.

New Business:

* None

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 4:37 p.m.

The next Trustees’ meeting will be on October 3rd, 2023 at 4:00 p.m.

Respectfully submitted,

Marie Riddell, Secretary