Bancroft Memorial Library

Board of Library Trustees

Minutes: February 13, 2024

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

The meeting was called to order at 4:02 p.m.

**Library Minutes**

* Fred Oldfield III made a motion and Chris Seaver seconded to accept the minutes for January 9, 2024. All voted in favor.

**Director’s Report**

* Accepted as submitted.

**Facility Repairs & Updates**

* 2/13 – Tricia spoke with Town Administrator (Mitch Ruscitti). The narrative for the AC replacement has been received and will be reviewed by the Town Administrator. Installation is projected for May 2024.
  + Still working on the heating proposal
* Dave Farrer came replaced the ceiling tiles in the Trustees’ room before the Legislative Breakfast. He photographed existing conditions above the ceiling tiles, where there is some evidence of water and moisture. It appears to be in area of chimney flashing.
* Need to get a quote from a company that does slate roofing to repair this part of the roof. Tricia will follow up. Fred will get the name of the company that did the church roof.
* Ornamental Tree
  + 2/12 – Barbara Fadden (from the Friends of the Library) met with Kelly Grant in the Town Administrator’s Office to discuss the importance of having the existing tree removed. Barbara will be following up on a weekly basis to ensure the dead tree is removed and the new tree can be planted.
* The program room chairs are in and they look great! Easy/light to stack too!
* ADA door opener: Bellingham has a “wave to open” door that is ADA compliant. Tricia reached out to the contractor who installed the door in Bellingham for specs. Per Library Director in Bellingham (Bernadette Rivard), their automated door openers have been operable for 5 years with no maintenance issues.
  + Estimated cost for installation: Components: approximately ~$6,500. Some additional electrical work would also be needed. ~$8,000 would be the cost including electrical.
  + Trustees all agreed we are interested in continuing investigation
  + Tricia is looking into options for funding.

**Library Legislative Breakfast**

* + A big THANK YOU to all who attended the Library Legislative Breakfast. We had a great attendance, and it was very well received. There were several librarians from visiting towns who had never been to Hopedale’s library.

**ARSL**

* Tricia submitted ARSL Sustainable New England Grant paperwork/funding documentation. (Funds have been fully expended.

**Staffing Update:**

* Youth Services
  + Laura and Tricia have been involved with the Milford Family & Community Network to provide support for programming at a local migrant shelter. There are currently approximately 57 migrant families housed at a hotel in Milford. Tricia and Laura have been providing a bi-weekly free play and story time with the kids.
  + Reached out to the Tri County United Way to get literacy kits for the kids. (language mix is Haitian, Creole, Spanish, and Portuguese)

**Budget Update FY24/FY25**

* FY24 budget is tracking as expected
  + Laura has been buying lots of new books for the Children’s department, including an order with ABDO Books (non-fiction). Monies spent will qualify the Library to receive 2 free Kindles – to be used for the summer reading program raffle.
  + Tricia reached out to town accountant for a report on the Library’s special revenue funds. Tricia will follow up on State Aid Grant funds which do not appear to have been posted yet.
* FY25 operating budget has been submitted. FinCom review is starting soon. The Town Administrator will be the point of contact for all for all the departments for budget. The Library Director and Trustees would like to be in the loop. Capital requests need to be submitted.
  + Existing in priority:
    - Addressing the flashing/roofing in the Trustees room
    - Improvements to tech
    - Stabilize the building envelope
    - Permanent covering for Hope

**Programming Updates**

* The “Check Out Challenge” numbers so far have been high. Lots of new participation and library cards. Very well promoted this year.

**Library Donation**

* Thank you to the Hopedale Foundation for their support and annual donation of $1,000 to the Bancroft Memorial Library. This gift was unrestricted, and part of the funding will be used to partially fund the new chairs purchased for the Program Room.

**Friends of the Hopedale Library**

* The Friends have a meeting on February 14th
* Friends Events:
  + February 28th – UFO’s of New England, sponsored by the Hopedale Cultural Council
  + March 6th is “Irish in America” with musicians Mary King, Cathy Casper-Torch, and Dan Lenair, sponsored by the Friends of the Hopedale Library
  + April 21st Maker Monday Program will be “Seedlings 101” with Suzie Canale
* Flower fundraiser will be held in the spring/summer
* The Friends have events planned through the end of 2024 and are working on events for the fall of 2025.
* Seed program will be available again
* There will be a Dairy Queen fundraiser in April

**New Business:**

* Santa’s Porch sent a “Thank you!” to the Library for being a donation collection location.
* Our director, Tricia Perry, is retiring this summer. Her last day is planned to be Friday, July 19, 2024. She plans on closing out FY24 and coordinating MBLC reports. The Trustees will be working Tricia on any updates to the job description and job posting.

**Public Participation:**

* None

**Adjournment**

* Chris Seaver made a motion to adjourn the meeting and Marie Riddell seconded. All voted in favor. The meeting was adjourned at 4:30 p.m.

The next Trustees’ meeting will be on Tuesday, March 12, 2024 at 4:00 p.m.

Respectfully submitted,

Marie Riddell, Secretary