Bancroft Memorial Library

Board of Library Trustees

Minutes: March 1, 2022

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

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

Library Minutes

* Motion made and seconded to accept the minutes for February 1, 2022.

Front Lantern Repair:

* Lanterns and post light were damaged on February 18, 2022. A police report was filed by Tricia. The damage report was submitted to town insurance but may not meet the deductible. Temporary outdoor and foyer lights have been set upon a timer. The outdoor and foyer lights are on the same circuit.

Director’s Report:

* The roofing project has been closed out.
* A revised contract from Guardian Energy Management for LED Lighting has been signed by the Town Administrator. This new proposal eliminates items #1 2, and 3 from the original proposal (which called for the replacement of box fixtures in the main library spaces with pendant lighting).  The remaining work covers LED lamping in the program room, upstairs stacks area and downstairs hallways.

* Site visits were made by two local glass companies to evaluate the broken lantern lights.  Requests for quotations for the glass replacements include one beveled edge plain glass for the post lantern; and 12 replacement panes for the lanterns at the front entry.  The exact style of glass that was in the building lanterns is no longer available.

* Library deep cleaning was done over the Presidents’ Day weekend and on Saturday, February 26th.  The cleaning company did a second carpet extraction to remove cleaning solvents and residue that were evident after the initial cleaning.  Cleaning products used to clean the interior staircase resulted in significant damage to the wood treads and risers.  The cleaning company has taken full responsibility for the damage to the stairs, and will arrange for an outside woodworking firm to refinish the stairwell. The washed windows and dusted woodwork look good.
* Joe Atkinson and his crew installed heating filters and replaced the faulty valves in the units in Wendy’s Office and in the Reference Room.

* Bob Erbetta is planning on visiting with a scaffolder to review how best to proceed with the Statue of Hope structure and covering. He stabilized the structure on January 27th. The next step will be the seasonal removal of the covering, and planning/design of a metal scaffolding replacement structure for the future winter statue protection utilizing the existing cover and PVC tubing as and if necessary.

FY2023 Budget:

* FY23 capital expense requests have been submitted to the Town Administrator. The department heads meet on March 2, 2022.

Old Business

* Grant proposal by Tricia Perry and Nancy Verdolino on FY23 LSTA Community Languages is being developed with the Massachusetts Board of Library Commissioners.

New Business

* The staff has concerns about summer staffing due to an anticipated staff retirement. It would be good to get the position posted in order to ensure sufficient staff coverage for the summer.
* A change in summer hours was discussed and voted on. A motion was made to change the Friday hours to 10 am to 2 pm from Memorial Day until Labor Day and close the Saturday before the major summer holidays (May 28th, July 2nd, Sept. 3rd). A motion was made by Fred and seconded by Marie. All voted in favor.

* A Code of Ethics has been created by the Select Board. We need to review and submit any comments or questions.

* Tricia needs to have a preliminary 6-month review regarding her probationary period. It will be discussed at the April meeting.

Next Trustees’ meeting will be on April 5, 2022, at 4 p.m.

Meeting adjourned at 4:35 p.m.

Respectfully submitted,

Christine Seaver

Secretary