Bancroft Memorial Library

Board of Library Trustees

Minutes: March 9, 2023

Present: Frederick Oldfield III, Chair, Christine Seaver, Secretary, Marie Riddell, Tricia Perry, Library Director, Elaine Kraimer, Youth Services Librarian, Diane Rosse, patron

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

Library Minutes:

* Christine Seaver made a motion, and Marie Riddell seconded to accept the minutes for February 7, 2023. All voted in favor.

Director’s Report:

* Accepted as submitted.

Trustee By-Laws:

* The suggested amendments to the by-laws accepted at the February 7th meeting were voted on. A motion was made by Christine Seaver and seconded by Marie Riddell to amend the Trustee By-Laws. All voted in favor. The revised amendments included language to more accurately reflect the composition of the Board, as well as eligibility for stipends.

Budget Update (FY 23 and FY24):

* The FY23 budget is tracking according to plan. Payroll expenses are right on track.
* The Interim Town Administrator, Jeff Nutting, has held joint meetings between the Finance Committee, Select Board, and Department Heads to discuss the FY24 Budget planning process. The Library FY24 Budget Proposal was addressed in the Finance Committee’s March 8th meeting. Tricia Perry shared a statistic snapshot of library circulation with the Finance Committee, comparing January 2022 to January 2023 and February 2022 to February 2023. The January comparison showed an increase of 38.1%, while the February numbers increased by 36.15%. She also presented “Why Staying Certified Matters,” which details the potential loss of state funding, restrictions on interlibrary circulation, and shared databases, with details from the MBLC.
* A resident asked questions about the FY24 budget in an email before the March Trustee meeting. Tricia Perry addressed the questions regarding potential waiver requests to the MBLC, hours open, and staffing levels. Any recommendations for FY24 would require deliberation from the Library Trustees before formulating recommendations. The current MAR Calculation for FY24 proposed budget is $304,061.63.

2023 Summer Reading Program Overview

* Elaine Kraimer presented the Summer Reading Program. The theme is “Find Your Voice.” Summer Reading will start June 20th and will run through August 12th. Special events will include “One Up Games” Open Game Play, Otha Day (drumming), Historic Hopedale Scavenger Hunts, and Lindsey and her Puppets. Children can participate in a “Read and Bead” where they earn beads and raffle entries for time reading.

Development of a new Strategic Plan:

* A Strategic Plan survey will be in the April free Hopedale paper. Survey drop boxes will be around town. Residents can also fill out the survey online by scanning a QR code.

Friends of the Hopedale Library:

* Southwicks Zoo passes have been purchased by the Friends of the Hopedale Library. The passes will be distributed by lottery to 25 people (2 tickets per family). Hopedale residents can enter the lottery by visiting the Library from April 1st through April 15th. There is no cost to patrons for the tickets.
* Fundraising- Friends of the Hopedale Library are having a fundraising night at Dairy Queen on March 16th. Raffles baskets will be displayed at the Library starting April 15th. The winners will be selected at the end of National Libraries Week in April. Other fundraisers include FlowerPower.com fundraising and a November wine tasting.
* The Friends of the Hopedale Library annual membership flyer will be distributed in the May free Hopedale town paper.

New Business:

* Interim Town Administrator Jeff Nutting and Interim Executive Assistant Martha White have requested furnace replacement information for the capital funds plan.
* The Lighting Project needs a final support submitted. Tricia Perry sent in the necessary reports and pictures.
* Jeff Nutting, Interim Town Administrator, is seeking quotes for the cleaning contracts for various town buildings. The costs will be grouped in the town budget.

Public Participation:

* Diane Rosse thanked Tricia Perry for sharing the budget information related to the library hours and salaries that she requested.

Adjournment

* Marie Riddell made a motion and Christine Seaver seconded to adjourn the meeting. All voted in favor. The meeting adjourned at 4:58 p.m.

The next Trustees’ meeting will be on April 4, 2023 at 4 p.m.

Respectfully submitted,

Christine Seaver, Secretary