Bancroft Memorial Library

Board of Library Trustees

Minutes: April 5, 2022

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

The meeting was called to order at 4:01 p.m.

Library Minutes:

* Motion made by Chris Seaver and seconded by Fred Oldfield to accept the minutes for February 17, 2022, and March 1, 2022.

Facility Repairs/Renovations:

* Lanterns and post lights were damaged by BBs. A police report was filed. Tricia Perry saved 6 panes of the original glass. This glass is no longer manufactured. Area Glass replaced all glass with a close match called “snow”. The outside pole lantern had a plain pane replaced.
* The possibility of installing external security cameras is being investigated. The library granite structure makes mounting external cameras a difficult process. Cliff Denaro of Doscoe Computer Services is evaluating potential solutions.
* Guardian Energy Management has completed the LED replacement work.
* The damaged staircase has been re-stained and the treads reattached.

Director’s Report:

* In the next few weeks Bob Erbetta will be out 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.
* The new library website has been launched and staff is working through some of the glitches and learning the editing options.
* The Evergreen System will be down April 16th through April 18th due to a software update. The result will be an updated, modern, and mobile-friendly catalog. Access to OverDrive, Kanopy, ComCat, and other sites will be affected. CWMars has provided training videos and information about the new system.

Budget Update:

* We are tracking well in terms of the percentage spent year to date for FY22.
* FY23 capital expense requests have been submitted. The Finance Committee will continue the reviews of the budget in April. Kanopy will be added for FY23 which will add a video component to the Libby/OverDrive platform that will offer children’s and educational videos, as well as Great Courses. Many of the films include public performance rights.

Collection Development Policy

* Our collection development policy needs to be reviewed at our May meeting to ensure we are developing a strong collection. Tricia Perry will be participating in a Central Mass Library Advocates Roundtable on April 20th centering around “best practices” in developing strong development policies. Nationally there is a rise in the number of banned books and challenges.

Staffing Update:

* Wendy Sullivan will retire as of June 30, 2022, after 24 years and 6 library directors. Tricia Perry met with Diana Schindler on job position posting. The position will be posted at the end of the week. The new hire will potentially be able to train with Wendy Sullivan before she leaves due to unspent salary funds, a result of the gap in permanent library directors.

Old Business

* No old business

New Business

* Tricia Perry has drafted an email to the Massachusetts Historical Commission about upgrading the 2x2 ceiling lighting boxes in the upstairs to improve the lighting in the library. Window trim and mortar work also needs to be done on the building.
* Tricia Perry needs to have a 6 month review by the Trustees before May 15th. A motion was made by Christine Seaver and seconded by Fred Oldfield for evaluations to be completed before the next Trustee meeting.

Next Trustees’ meeting will be on May 3, 2022, at 4 p.m.

Meeting adjourned at 4:34 p.m.

Respectfully submitted,

Christine Seaver

Secretary