Bancroft Memorial Library

Board of Library Trustees

Minutes:  May 3, 2022

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

The meeting was called to order at 4:00 p.m.

Library Minutes:

* Motion made by Chris Seaver and seconded by Fred Oldfield to accept the minutes for April 5, 2022, and April 20, 2022.

Facility Repairs/Renovations:

* D & S Landscaping expanded the scope of the planned spring cleanup to include pruning and removal of ivy. Pruning had not been done in 1 ½ years. The company did a great job.
* Work on the rear parking lot and walkway was completed by the Highway Department. A patron fell over a tree root in April. The Highway Department added soil, seed, and sandbags to correct the area and encourage patrons to use the path.

Statue of Hope Update:

* The Statue of Hope has been uncovered after almost three years. Bob Erbetta is no longer able to put the structure up for protection. We need to come up with a more permanent solution since the elements and existing cover are in danger of damaging the statue. Louise Freedman is giving us a quote for cleaning and will give us a separate quote for any mortar repair. She should be in before Memorial Day to complete the cleaning of the marble statue. The garden does need to be kept up due to our past grant.

Director’s Report:

* Kanopy will be launching on May 3rd. Kanopy was acquired by OverDrive last year so now Kanopy has become OverDrive’s flagship app for streaming videos. Kanopy is a pay-per-use model. The library only pays for films that are played. We are launching with 10 play credits per month. Libraries set the budget allocation and number of plays allowed per patron.

Budget Update:

* We are tracking well in terms of the percentage spent year to date for FY22. Energy costs are tracking higher and because of this we may exceed what was budgeted.
* Professional and Technical expenditures are over budget because of the copier contract.
* We may need to use State Aid to cover these overages. We can examine this in June.
* FY23 budget is being reviewed by the FinCom. Diana Schindler advised that stipends and some other expenses have been removed already but there is still a deficit of about $500k. FinCom was asking for additional cuts, if possible. FinCom will attempt to balance the budget at its 5/4/22 and 5/11/22 meetings. Personal stipends of Library Trustees were removed from the library budget.

Summer Reading Update:

* Planning for the 2022 Summer Reading Program is well underway. A draft of the summer reading brochure highlights the ongoing and special programs that will be featured as part of “Reading Beyond the Beaten Path.” There are incentives for children, teens, and adults.

Staffing Update:

* As of Friday, April 29th, we have received ten applications, including several highly qualified candidates.  Interviews with several of the candidates have been scheduled, with Elaine Kraimer and Tricia Perry conducting the interviews.

Director Evaluation:

* All members of the Board of Library Trustees have met with the Library Director individually to discuss the Director’s self-evaluation and to provide written feedback via a formal assessment. Trustees may wish to consider taking a formal vote indicating that Tricia Perry’s performance as Library Director during the six-month probationary period has met the conditions of employment such that the Trustees are in favor of moving forward with the permanent appointment, and that vacation accruals (pro-rated for 6 months) shall be awarded effective May 16, 2022. A  motion was made by Christine Seaver, seconded by Marie Riddell, to formally end probation as of May 15th. All voted in favor.

Collection Development Policy

* Update of existing policy is ongoing.

Old Business

* Our page Vinny will be on vacation for a month. Volunteers will be used to shelve books while he is gone.

New Business:

A cleaning proposal by Louise Freedman has been authorized to get a crew to clean the Statue of Hope.

Public Participation:

* None

Adjournment

* Meeting adjourned at 4:27 p.m.

Next Trustees’ meeting will be on June 7, 2022, at 4 p.m.

Respectfully submitted,

Christine Seaver

Secretary