Bancroft Memorial Library

Board of Library Trustees

Minutes: January 4, 2022

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

Meeting called to order at 4 p.m.

Motion made and seconded to accept the minutes for November 17, 2021. Motion made and seconded to accept the minutes for December 27, 2021

Director’s Report:

- Covid update from the town effective December 27, 2021 – January 24, 2022: Mandatory mask mandate for all visitors and employees in municipal buildings. Limit of one person per town vehicle except for police and fire. Police and fire must wear a mask when they are not in a vehicle alone. Sr. Center open with mask and social distancing mandate. Library open with mask and social distancing mandate and plexiglass partitions in place. All employees, boards, committees are encouraged to have fully remote meetings. Board of Health must sign off on any large gatherings town wide.

-Roof repair- Additional work on painting and caulking needs to be done.

-Louise Freeman secured some of the tie-downs on the Statue of Hope. There is continued concern about the stability of the structure.

-Budget: 50% of total budget used at this point in time. Accounts are in good standing and on target.

-Website is still being updated.

-The Holiday Stroll was well attended with 127 children stopping by the library for crafts. December 2022 the library will be open 10 am – 6 pm for activities.

-Grant proposal on FY23 LSTA Community Languages is being developed with the Massachusetts Board of Library Commissioners.

-Deep cleaning quotes including shampooing of the rugs were received from 3 vendors. Prices ranged from $3,000 to $11,000. Money will be taken from state aid funds, not to exceed $5,000.

Primary Focus of Capital Requests for FY23 (July 2022-June 2023)

-Focus on the envelope of the building. Address water infiltration. Power wash and repoint stone. Maintain front door and wood framing.

- Upgrade technology to include wireless printing, automate self-checkout so the staff can help patrons.

A motion was made to approve LED lamp replacement for fixtures 4-13, as mentioned in the Green Communities LED lighting project by Guardian Energy Management Solutions. Motion was approved. Fixtures 1-3 need additional consideration due to the historical impact.

Tricia will be installing a Story Walk - “The Dot”- for January, which will lead children to the Little Library.

Next Trustees meeting will be February 1, 2022.

Meeting adjourned at 4:30 p.m.

Respectfully submitted,

Christine Seaver

Secretary