Bancroft Memorial Library

Board of Library Trustee Meeting

Minutes: May 24, 2021

Present: Nancy Verdolino, Chair, Christine Seaver, Frederick G. Oldfield, III, Secretary; Diana Schindler, Town Administrator

Meeting called to order at 4:00 p.m.

No public forum.

Discussion regarding recent Town Meeting: The library budget was accepted.  Salary increase of 1.8% cost of living. 1.2% of the original 3% will be transferred to other lines in the budget.

Parking Update: Letter to be sent to the Board of Selectmen. The town will take care of the bill. Library not responsible for it. Was not part of the Library budget.  Special Town Meeting funded it in 2020. The Town (Diana Schindler, Town Admin) will ask the Condo association for forgiveness for part of the bill seeing as the Library was not open to the public from July 2020-until the Spring of 2021. We were told to continue using the parking spots.

Library Director Position:  $63,403.00 will be the cap.  $60,000-$63,403 will be the salary range.  Committee will be formed to search for a new director.

Elaine Kraimer, a Trustee, and Carole Mullen were discussed.

The job will be posted on the Library website, Friends of the Library Facebook page, and Town website.  Chris will take care of this. If 3 Trustees are on the committee the meeting must be posted through Town Hall.

Job will be posted then a meeting will be held and decide pre-screening. The posting will take place in a week or so.

Applications due by June 18, 2021.

Technology access- CWMARS

Email to [Hopedalelibrary@cwmars.org](mailto:Hopedalelibrary@cwmars.org) concerning the library.

Robyn York, former Director's email will be checked.  How long does it stay active?

Nancy will check in with Elaine Kraimer on Mondays.

Diana Schindler will be the local project manager through MA Historical.

Fred will continue to sign bills and payroll weekly.

Fred and Chris are in town for any emergencies when the library is closed.

Jean Hill will be acting as Billing/Payroll person.

Contacts and schedule of staff will be handed out.  Wendy Sullivan gave us the schedules.

Staff meeting and Support:  They can reach out to the Board anytime.

Friends of the Library update:

Book storage: when books are pulled does the staff go through them?

Storage room: How many boxes would fit in there?

What is the process for culling the books? A list is used to see what books need to be pulled.

Recommendation to Friends cancel June 12, 2021 collection of books.

Day in the Park: Friends of the Library and Library will share a table.

Diana Schindler will get the change order for roof and building work.

June 1, 2021 the Library will resume full operation hours since the Pandemic forced the Library to reduce hours.  Masks will still be required in the building.

The Trustees went over the rules of reopening:

    Continue delivery of books to patrons as needed.

    Wendy Sullivan will call Carole Mullen regarding a senior volunteer,

    No programming until September 2021

    No toys in the Marjorie E. Hattersley Children’s Room moving forward.

Meeting adjourned: 5:36 p.m.

Respectfully submitted,

Frederick G. Oldfield III, Secretary