1. Call to Order, 7:04 PM

In attendance: Jane, Kathryn, Sue, Tricia, Rocco; Rachel Overbeck. All attended virtually.

1. Approval of Minutes/Statistics

Discussion of minutes – Rocco was not present at the last meeting. Update from Rachel on plaques: Instead of metal plaques that would be added to the frames of the paintings, the library will create museum quality foam board labels to go next to the paintings, with additional context and details.

Motion to approve the minutes as edited: Jane; second, Sue; unanimous with one abstention.

Discussion of statistics and monthly reports – Tricia asked about the circulation stats and about a Junior Room program with 0 attendees. Rachel said there was a date mix up and students came on the wrong day. Tricia asked about the homebound seniors service. Rachel said the delivery driver from the senior center is not able to make book deliveries; Debbie and Matt have been making deliveries while the senior center and the library look for a long-term volunteer. Sue asked how many people participate in the program. Rachel said 10-15 people every two weeks. Rocco said staff should be reimbursed for gas/mileage if they’re using their own cars to make deliveries.

Motion to accept the statistical reports: Rocco; second, Sue; unanimous.

1. Director’s Report

Kudos to Maureen, Katie, and Debbie, who coordinated the volunteer day with Withum Co (with former library staffer Jayne Leland). Seven volunteers from Withum rearranged the YA, A/V, and 700s sections. They did in one day what would have taken library staff months to finish – thank you to the Withum team! Rachel will also monitor circulation of YA and A/V items to see if they increase.

Building: the mezzanine carpet and staff room floor tiles have been installed and look great. The window restorers took the first windows 12/5; those window openings have been covered with plywood. The library will add display/signage for patrons. Discussion of paint on restored windows. Tricia asked what the original exterior color was. Rocco’s preference would be for black paint on the exterior and natural wood on the interior. Kathryn also liked the idea of natural wood on the interior but asked whether stripping paint from the interior window casings/trim was included in the project. Rachel will ask if Window Woman can strip that paint on site. Jane will ask Marsha Wengen about the exterior paint colors.

Plumbing: ongoing issues; Brian from facilities is involved. Hand dryers will be installed but date is TBD.

Computers: With the credit from NOBLE, the library has upgraded computers for staff and patrons and will use the old machines for dedicated catalog computers and teen space computers; the library does need to purchase new monitors but that will only require $500 from the operating budget.

Budget: Presentation went well; Rachel submit the first draft of the budget to the FAB. She is not asking for major increases but is asking for normal increase in staff costs, some increase in computer maintenance fees, as well as restoring the part-time page position and increasing the AD salary. Rachel can present the budget to the trustees in January. She wants to pause the Carnegie carpet/abatement project until she has a better idea of worst case scenarios; the project may need to be put on hold until FY2025. Tricia said the bi-board presentation was a success; she would like to invite the boards for a tour/library event in the new year.

Safety plan: Rachel has scheduled CPR training in January for 6-7 staff. She is creating a pocket emergency guide with phone numbers, who to call when. She would like a copy for each staff member’s desk; the guide can fold down to credit card size.

1. Assistant Director position: Discussion

Rachel interviewed two candidates in the first round; one withdrew. The position was offered to the second candidate, who also then withdrew. A second round of interviews is scheduled for this week. Rachel is also interviewing to fill the library tech position. She hopes to have updates for both shortly. AD interviews will be virtual.

1. “Major Issues Facing Our Library”: Building and Staffing poll results. Discussion

The board is working through Tricia’s document, beginning with Building and Staffing sections. Tricia and Rachel are marking items as done, pending, and future. The board will look at other sections in January.

1. New/Other Business

Rachel reported a COVID wave among staff; she would like to implement a stronger mask suggestion. Sue is in favor. Rocco would like a strong suggestion rather than a mandate. Tricia doesn’t think the trustees can mandate masking. Rachel will put masks and hand sanitizer in public and staff spaces; she is also in touch with the new health agent about covid tests and masks.

Carnegie carpeting/abatement project: Rachel is pausing this as noted above. Since the original allocation was not specific to the historical building, she suggested using the funds to replace the carpet in the main adult area. Sue asked whether it makes sense to replace the carpet before rethinking the space. Tricia asked how much carpeting the main area would cost; Rachel is getting a quote from the vendor that did the mezzanine. Rocco asked how old the carpet in the main area is. Sue would like to look at it first. Tricia suggested cleaning it first to see whether replacement is needed; she also suggested adding carpet cleaning to regular library maintenance. Rachel will ask Brian who the town uses. Tricia is also concerned that if we use the funding for the main adult area, we will not get additional funding for the abatement.

Copier: Rachel is looking into a new model due to numerous patron and staff complaints. A new model would have a document feeder that would allow for automatic double sided copying. Currently the library pays $100/month for the copier. A new model would be $140/month on a 60 month contract; $210/month on a 36 month contract. Rocco asked if 60 months was too long; Rachel said copiers last longer than computers.

Kathryn shared that her family will be relocating to Seattle, so she will be stepping down from the board in the spring.

1. Next meeting Monday, January 9, 2023
2. Motion to adjourn, 8:49 PM: Rocco; second: Jane; unanimous.