

Meeting Acushnet Public Library Board of Trustees

Tuesday, February 8, 2022 (zoom) at 4 p.m.

In attendance (by roll call): Jennifer Alves, Chair

Diane Ferreira

Nancy Francis

Danielle Guillemette

Joan Howland, Secretary

Stephen Reale

Dina St. Pierre, Library Director

Secretary's Report

A motion was made by Nancy to accept the secretary's report from January 4, 2022. The motion was seconded by Diane. All voted (by roll call) in favor.

Budget Report

The salary line is as expected. All bills (energy, water, sewer, phone) are up to date. The office supply line will be depleted this week. There is an overage in the SAILS line which we can be used for supplies once that line has been spent out. The materials line will also be spent in a couple of weeks which is normal for this time of year. The operating line is 81% spent. The total expenses are 61.5% spent.

A motion was made by Joan to accept the budget report and seconded by Diane. All voted (by roll call) in favor.

Old Business

Dina briefed the FY23 budget to the Finance Committee (FINCOM) on January 26, 2022 and will be meeting with the Board of Selectmen on February 17, 2022 to discuss the budget. She will also be meeting with the new interim Town Administrator on February 11, 2022.

New Business

The annual report for the book which is distributed at the town meeting has been prepared. These reports are used frequently within the library as a reference and possibly, also, outside of the library. Some highlights of the year are: 45,000 items were distributed through the Community Room window, over 400 browsing appointments were made, there was no disruption of service in the last 8 months, circulation is up 47% from 2020 and while very few in-person programs could be offered there were 1,433 Take and Make craft kits distributed. Key sections from previous reports were included, as well as new information about Covid and the changes it mandated. There are now 4974 registered patrons of the library.

A motion was made by Stephen to accept the report and seconded by Diane. All voted (by roll call) in favor.

The library would like to purchase some new furniture. All the chairs in the staff area and the computer area as well as Dina's desk came from a bank. The chairs are not very comfortable so they would like to replace them. Dina and Sandra would like to purchase converters for standing desks, similar to those now in use at town hall. They would, also, like to purchase a mobile desk (computer cart with shelves) for the children's room. Since December, the busiest time in the children's room is 3:30-5:00 p.m. They would like to have staff in there at that time. The cost of all this furniture could be up to \$2000. The money would come from the gift fund.

A motion was made by Stephen to spend up to \$2000. Joan seconded the motion. All voted (by roll call) in favor.

The pavilion in the back is almost completed and now has a stage. A rail will be added to the back for safety before the pavilion is completed. The library is planning a 10 week concert series for the summer and has already booked 8 acts.

There are several building concerns:

1. There is a generator behind the library that came from the COA a few years ago. It has never been used at the library and it may or may not even work but it needs to be addressed. Diane will talk to Jim Marot about the generator.
2. The next item is the slippery and dangerous condition of the deck in the winter. Perhaps something can be built to attach to the building to block access to the deck in case of snow or ice. Diane will talk to Jim Marot to see if there is anything that he could recommend.
3. The third item is snow removal. Snow removal on weekdays is not usually a problem but the storm last Saturday was definitely an issue. The parking lot was mostly sanded but not the walkways, the handicapped spaces or the staff parking spaces. Dina called Dan Menard for help with the parking lot since he ice was a liability issue. Dina asked the Board of Trustees to take responsibility for this, either by meeting with the new town administrator or inviting him to come to a Board meeting. There is no formal policy in place for snow/ice removal. In the old library, it was in the job description of one of the custodians to take care of snow removal. Jennifer will try to set up a meeting with the town administrator for next week to discuss the snow/ice problem.

Director's Report

The library staff has been down one person for several months. Melissa is doing well with her training. The winter reading program is a success (increase in circulation and in foot traffic) with 80 children participating. The two day pop-up puzzle sale, sponsored by the Friends of the Library, was also a success raising \$100. The library is currently collecting pajamas for the Boston Bruins Pajama Drive to distribute to those who need them. From January, 2021 to January, 2022, there was a 55% increase in circulation.

The next meeting of the Board of Trustees will be Tuesday, March 8, 2022, at 4 p.m., possibly on zoom.

Diane moved to adjourn at 5:22 p.m. and Stephen seconded. All voted (by roll call) in favor.

Respectfully submitted,

Joan Howland