

## Meeting Acushnet Public Library Board of Trustees

Tuesday, September 20, 2022 at 4 p.m.

In attendance: Jennifer Alves, Chair

Diane Ferreira

Danielle Guillemette

Joan Howland, Secretary

Stephen Reale

Dina St. Pierre, Library Director

### **Secretary's Report**

A motion was made by Stephen to accept the secretary's report from August 30, 2022. The motion was seconded by Diane. All voted in favor.

### **Budget Report**

At this time, the library has paid out 5 ½ payrolls. The salary, operating, energy and electrical lines are all where they are expected to be. There are continued shipping delays with vendors but the library's main vendor (Ingram) just went automated two weeks ago so deliveries will hopefully be faster. Diane moved to accept the budget report and Danielle seconded. All voted in favor.

### **New Business**

Town Administrator Kelley met with Jennifer, Steve and Dina in February to discuss the lack of communication regarding snow removal. Questions are: Who is plowing? How will anyone know if the library is plowed? At Russell, the custodian was expected to remove snow as part of the job. At this library, the custodian doesn't remove snow and also does not get paid if he doesn't come to work. TA Kelley was going to look into the matter of snow removal but we have not heard anything so Jennifer will be following up.

The current community room policy limits people to schedule only 1 month in advance. Two revisions were made to the community room policy (which was last revised on 12/12/18). Exceptions in the reservation period may now be made at the discretion of the library director or the library board of trustees and the length of the tables was clarified. Stephen made a motion to approve the revisions to the policy and Diane seconded. All voted in favor.

Dina is requesting a full-time children's room assistant (CRA) for the FY24 budget. Acushnet is the only library in the network (37 libraries) without a full-time children's room position. Our CRA now works 19 hours. Dina would like to add 16 hours to make a total of 35 hours. Our children's room print circulation is at least half of the total library print circulation. Some duties of the CRA position are programs, displays, school outreach, homework help, postings and ordering materials most of which our CRA cannot do given only the 19 hours that are worked. Dina picks up all of the duties that the CRA doesn't have time to accomplish. By increasing the CRA's hours, it will allow her to focus on more of her

own duties to include working on the strategic plan which should usually account for about 50% of her time.

### **Director's Report**

Circulation is slowly progressing toward pre-Covid numbers.

The photocopier is 22 years old and replacement parts are getting difficult to obtain. A new one will be needed at some point in the future.

A "fine-free" library is a possibility. More discussion to follow.

The state financial report is due by October 7<sup>th</sup> and is almost finished.

Storytime will resume Wednesday, October 5, 2022.

The library is having a Halloween carnival on Saturday, October 22, 2022 with two story times. There will also be a Halloween pajama story time and the library will participate in the Acushnet Elementary School trunk or treat.

The Friends of the Acushnet Public Library will meet on Wednesday, September 21, 2022 to work on their membership drive.

Three programs are scheduled: Ted Reinstein on September 28, 2022.

Maureen Boyle on October 12, 2022.

Tim Weisberg on October 26, 2022.

The next meeting of the Board of Trustees will be Tuesday, October 18, 2022 at 4 p.m.

Stephen moved to adjourn the meeting at 4:55 p.m. and Diane seconded. All voted in favor.

Respectfully submitted,

Joan Howland