

Meeting Acushnet Public Library Board of Trustees

Tuesday, October 18, 2022 at 4 p.m.

In attendance: 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 Stephen to accept the secretary's report from September 20, 2022. The motion was seconded by Diane. All voted in favor.

Budget Report

The budget is on track for the year as the salary line is 27.5% spent and the operating line is 39.7% spent. No Verizon bills have been received yet but they are paid from Town Hall and will catch up with the Library soon. A motion was made by Diane to accept the budget and seconded by Danielle. All voted in favor.

Old Business

Jennifer sent a follow-up email to Town Administrator Kelley about snow removal. The email was forwarded to the DPW and asked to make a plan. There is no plan yet.

The position of Children's Room Assistant is still on the agenda and will be every month. It was on the library strategic plan which was submitted in 2017. Among the many things that the CRA should be doing are being responsible for community outreach, cataloging children's material, class visits and teacher cards, adding new programs every quarter as well as promoting databases and electronic services. Dina and Sandra are doing most of these tasks to the fullest extent possible.

The financial report was submitted at the beginning of October. In December, the state will send out the State Aid award letters. These awards prove that the library is fulfilling state requirements:

- 1.meeting the Municipal Appropriation Requirement (MAR)
- 2.open to all Massachusetts residents
- 3.does not charge for library normal services
- 4.open at least minimum hours (40 hours, 5 days and evening hours)
- 5.the library director has a Masters degree in library science.

There has been a 55% increase in state aid since the library relocated in 2015. In FY22 our amount was \$23,000. Most state aid is used on materials, website hosting fees, some programs and museum passes. The library anticipates to receive the same amount as last year.

In July, SAILS changed their lost items policy. Library cards expire every 3 years and SAILS will do a patron purge even if you owe fees after 3 years if you have not used your card. You will be wiped

completely out of the system 7 years after your card expires. The Board will discuss the possibility of eliminating fines at a future meeting.

A donation was received for the Owen Trust Fund. This money previously was used to hold the annual Acushnet Art Show, first at the Russell Memorial Library and later at the Council on Aging. Since the show is no longer being held at all, the \$829 donation goes to the library for use toward the arts (perhaps a program in the future). The principle of \$1,000 stays in the account forever but the interest can be spent as the library wishes.

The standing committees of the Trustees will remain as is. Diane moved to accept keeping the current committees and Stephen seconded. All voted in favor.

Director's Report

The total circulation for August was 8385. September was 6620 which is as expected since there is usually a drop after the summer when school starts.

Dolores Henry is retiring. The position will soon be advertised.

There has been a pin change policy to protect patron privacy. Patron PINs cannot be seen by Library Personnel but they can be reset.

The library has submitted an application to the Acushnet Cultural Council (ACC) for a grant for funding the summer 2023 concert series.

There is a Halloween carnival and story time coming up on October 22nd.

The upcoming programs are: Tim Weisberg on Wednesday, October 26th.

Cycle of Memory screening on Wednesday, November 2nd.

Bill Comeau on Monday, November 7th.

The next meeting of the Board of Trustees will be Tuesday, November 15, 2022 at 4 p.m. The Board will now go into executive session and then adjourn. Stephen moved to adjourn and go into executive session. Diane seconded and all voted in favor.

Respectfully submitted,

Joan Howland