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Ayer Library Board Open Session Meeting Minutes: December 14, 2023

Susan Kennedy, president, presiding. Meeting called to order at 6:02.

Trustees present: Becky Campaner, Cyndi Lavin, Sharon Slarsky, Robert Gardner, Andrew Wilson, Brenda Richard, Rebecca Myers.

Trustees absent: Maggie Durand

Also present: Luke Kirkland - Director

Agenda Item: Call to Order

Review and approval of agenda: No changes

Motion: A motion was made and seconded to accept the agenda. Vote: Unanimous

Agenda Item: Public Comment

None

Agenda Items:

Treasurer's Report: Treasurer Brenda Richard reported that the funds balance began at \$148,530.87, gained \$360.30 in interest, and received a transfer on 11/10/2023 from the Town's General Fund of \$35,000.00. The transfer was to replace money that the Library had provided to the town for emergency HVAC repairs in the Library. The delay of transfer of the funds was because the town had to wait for a CD to mature. The final balance was \$183,891.17.

Motion: A motion was made and seconded to accept the treasurer's report. Vote: Unanimous

Luke reported that the town is requesting that all library accounts be consolidated into one account. Some pro and con discussion ensued, with the general consensus was that the idea will be brought up at a later meeting as an agenda item to be voted on after Brenda can obtain more information.

It was noted that the monthly Library Muni sheets that had previously been included in the Trustee meeting packets were missing. Discussion regarding the necessity of having them included. It was agreed that this will also be brought up at a later meeting as an agenda item to be voted on after Luke can obtain more information.

Director's Report: Luke Kirkland shared the highlights of the report.

Action Plan: Progress is moving forward on the Library's Action Plan. Luke has been organizing some Google Drive files to make them easily accessible. The CPC funded digitization of the microfilm archives is complete. The technology inventory is being updated. Ethernet ports have been added and the phone system will be updated.

Facilities: Installation of the boiler replacement occurred during the week of 10/30. Roofers returned to re-repair leaks in the roof, successfully this time. Chuck Schultz was able to reset the malfunctioning boiler controls, resolving a repeated heating issue.

Operations: The Baby Bags project is expected to be launched on February 1. Aspen, a new public search interface will go into effect in March of 2024 to provide public catalog users with a significantly improved search experience.

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Personnel & Professional Development: Head of Adult Services, Barbara Cheeks received a scholarship from the MBLC that will fund her attendance at the PUblic Library Association Conference in Columbus Ohio in April. Bob gave kudos to Barbara for the level of growth and display of the Large Print collection. There have been some changes in personnel, bringing staffing levels closer to budgeted levels. Andrew gave kudos to Luke for the inclusion of a new Organization Chart which shows only one position of AS Library Assistant as unfilled.

Finances: Luke included a chart that shows the library spending levels according to budget line items.

Town: The Library will be closed on Wednesday, June 19 because of the legal holiday Juneteenth. The Library will also be closed on Saturday, June 22 due to the town's Fourth of July festivities. There will be a parade in the morning, afternoon festival at Pirone Park, and an evening movie night. The Library will also be closed on Thursday, July 4 for the legal holiday.

Programming: The new Story Ninja program has been very well attended. An adult program on the Nashua Watershed was also successful.

Friends: Five Museum memberships that expire at the end of the year have been renewed by the Friends.

Agenda Item: Old Business

Luke presented the revised Patron Conduct Policy. A motion was made, seconded to accept the policy as presented. Vote: unanimous.

Agenda Item: New Business

FY 25 Budget Outline: The budget was presented to the Board with some explanations. The budget includes significant bumps in maintenance items due to the aging of the building and grounds infrastructure. Chuck often contracts with known vendors for Library services. Luke agreed that whenever possible, local vendors and contractors should be contacted as a matter of course.

Library Closure Policy. Luke presented the updated policy. A motion was made that the Board accept the policy with a slight change in the placing of "State of Emergency" wording. The motion was seconded. Vote: unanimous

Library Personnel closure Policy. Luke presented and explained the policy. A motion was made and seconded to accept the policy as presented. Vote: Unanimous.

Library Trustee Documents

Luke presented and explained three new Trustee documents: The Library Trustee Orientation, the Trustee Board Self Evaluation and the Individual Trustee Self Evaluation. The Orientation document is a draft and should be completed for vote in January or February. Trustees should study and answer the Board and Self-Evaluations before the next meeting as an exercise to become familiar with the items, looking for duplications, nonessential items and needed clarifications.

Next Meeting: Thursday, January 11, 2024 at 6 pm.

Adjournment: A motion was made, seconded and voted to adjourn the meeting at 7:32.