

Library Trustee Meeting

Wednesday, September 10, 2025 at 7:00 p.m.

at the Leverett Library

Present: Chris Condit, Judith Davidov, Rachel Flint, Joan Godsey, Seth Seeger; Hannah Paessel, Director; Carolyn Anderson of the Friends

Approval of June 11, 2025, minutes. Joan moved to approve, Judith seconded.

Approval of September 4, 2025, minutes. Joan moved to approve, Judith seconded—with this caveat: we voted on September 4 for an invalid option. In keeping with the spirit of our discussion, we went with the second option: Omasta as the contractor, black locust material for walkway, 4 straight benches and 1 curved bench, all green.

Updates:

Grounds project

- Omasta was the lowest bid that included the black locust option.
- Next is finalizing the contract and getting work started.
- We have extended the contract with Berkshire Design to include Construction oversight.
- We have hired Will Stratford, facilities manager, to be an Owner's Representative during the Construction process, and Jeff Squire from Berkshire Design.
- Both of these additions are included in the original estimate for project oversight.
- The KMA ADA audit is complete - it caught a couple minor typos, gave best practice advice and noted a few easy fixes for our parking lot painting.
 - Repainting the handicap accessible lines to the proper width
 - recommendation to add a loading zone at the front entrance to discourage parking in that area.
 - Thanks again to the Friends for paying for this important step in the process.
- Stage: Currently working with KMA Architecture and Accessibility to create architectural plans that can be sent out to bid. Construction of the stage is on the back burner while we finalize the contract.
- Joan expressed concern about saving valuable wetland plants. She's going to do a walk-through with Ralph Tiner to determine which plants to save or move.

New Hours

- The new hours started on 9/2/25.
- The week was very busy with 294 people visiting the library!

- Many members of the Friends baked treats and brought drinks to make the first Friday a celebration. Thank you!
- Hannah's schedule has shifted to Tuesday - Friday. She will reassess her schedule in January.
- Sarah's schedule has shifted to Wednesday - Friday

ARIS & State Financial Report

- The ARIS report is completed - see overview handout
- The Financial Report is due October 3
 - the short version: we have met all the requirements for State Aid
 - Details available at the next Trustee meeting

Building

- We encumbered funds for painting and window washing.
- The windows are now clean, and we are seeking a painter.
- The backflow preventer between the library and the school was failing. It has been repaired but may need to be replaced earlier rather than later.

EV charging station

- a technician came to look at the site
- Margie forwarded our questions about pricing and electricity logistics. No answer yet.

FRIENDS REPORT

T-shirts (Roads of Leverett) are selling briskly. The Friends will again do baskets. The Annual Meeting, October 25 or November 1, will feature a local author or a performance. Friends will do a fundraising for plaques but will keep details about how exactly to honor Van Steenberg for later.

Director's Reports:

Financials: **13%** through the year.

Hannah will include a full FY26 financial update in the October Report.

June/July/Aug 2024	Service	June/July/Aug 2025
7,948	CWMARS	8,297
2,335	Libby	2,841
627	Kanopy	307

Attendance Statistics

June/July/Aug 2024	Attendance type	June/July/Aug 2025
2,699	General Library	2,615
1073	Library Programs	1087
47	Non-library programs	73
135 unique participants 394 giveaway entries	Summer Reading Program	195 unique participants 547 giveaway entries

Staff & Volunteers:

- Training:
 - CWMARS update trainings & CWMars recorded skills trainings
 - Jill got a grant for Juice Academy 6 week cataloging class
 - Will be adding 6-8 in-house staff training sessions to the calendar to include AED, fire, basic reference skills, and more.
- Peggy is officially the Library Assistant
- Ralph has agreed to work every Wednesday through the end of FY26 while we have Friday added to our schedule.
- Jill, Peggy, and Sarah are all in newish roles so I am encouraging them to seek out the training for basic library skills specific to their jobs and for our shared patron support duties.

- Everyone is doing well and gaining confidence in their roles. We have a great team! The Trustees really appreciate the staff.

Meetings & Programs:

- Request for American Heart Association partnership: **we believe this is more appropriately a public health responsibility.**
- Summer Reading Program 2025 - So much fun! Music on the Patio, Playgroups, Puppet Show, Didgeridoo Down Under, Fire Truck Storytime, Plant walk with Jean Bergstrom and lots of opportunities for folks to win prizes. Thanks to the Friends for offering generous honorariums for Music on the Patio and for subsidizing our prizes that encourage library engagement.
- Met with Johanna who is the new COA employee
- New Spanish conversation group
- The Friends of Leverett Pond have been handing out boat keys on Saturday mornings and will continue through September.
- Exhibit: art inspired by the North Leverett Sawmill.

Technology:

- Front desk computer has been updated
- We are preparing Yoto cards and a player for circulation
- No added streaming services at this time.

Other:

Old Business

Next Meeting: October 8, 7:00 p.m. Chris will take notes.