

Library Trustee Meeting Agenda
May 13, 2020, 7:00pm, via Zoom (virtual)

Zoom Meeting

Present: Natane Halasz (Library Director), Sue LaClaire (Library Assistant), Lisa Werner (Chair of Board), Rachel Flint (Minute Taker), Christopher Condit, Joan Godsey, Georgie Schmid, Elaine Barker, Carolyn Anderson (Representative of the Friends of the Library).

Approval of April 08, 2020 minutes

Elaine Barker moved to accept last month's minutes with revisions. Chris Condit seconded. Motion Passed.

Director's report

-Funds Available

Operating \$4571.42

Salaries \$10923.23

Building \$5960.81

State Aid \$29844.92 (Total State Aid received this fiscal year is \$3731.75)

Gift \$91124 (Van Steenberg bequest) + \$1554.66

Field/Maynard \$2778.76 (Interest \$14.38)

Revolving (Fines) \$453.79

Revolving (Copier/Fax/Printing) \$849.07

Request for FY2021 budget revisions

Budget Revision Notice:

1. On May 5th, town department heads received information requesting that the 2020 budget be frozen.
2. Any funds not being spent due to the situation should be reflected (does not impact the library).
3. Revised budget requested the itemizing of possible cuts and what each would save.
4. Capital requests.

Natane Halasz came up with about \$2500 savings by June 20. Compliance with spending on materials has been altered for the rest of this fiscal year. For FY 2021, we will have to meet our materials budget.

Cuts are hard to find, as the library runs on a tight margin as it is. Some can be made in office supplies. Natane will put together a narrative to return to the town.

Elaine Barker moved that we accept the Library Director's budget revisions as presented and that we support her decisions. Lisa Werner seconded. Motion passed.

-Circulation and Materials

	April 2019	April 2020
CWMARS	2556	0
Overdrive	336	475
Databases	Not available	4
rbDigital streaming service (live as of 04/12/2020)	n/a	AcornTV=5 IndieFlix=6 Qello=3 GreatCourses=1

-Programming/COVID-19 & library operations during closure update,

see attached.

-No library onsite kids reading programming for the summer. There will be a hybrid online/paper program offered.

-Re-opening procedures (draft) it is not clear when the phases of reopening the state will be implemented.

-It doesn't seem possible to have any onsite summer programming this year.

See attached.

-At phase 2, when curbside pickup becomes a possibility, we will need supplies, which should be covered by the state, but the select board needs to authorize the state to do so on a budget line and they have not yet done so. We will need to work with the board of health for reopening plans and protocols. We can start thinking about phase 3 and 4, but we need to get through phase 1 and 2 first.

-The MBLC will issue guidelines to the state for re-opening.

-Building/Grounds/Equipment

Geothermal update: Job is completed.

The library is represented in three warrant articles for Town Meeting 2020 (date TBA):

- 1) Library geothermal system additional repairs: \$8000
- 2) Repave PSC/library driveway: The library's portion of \$34500 is approximately \$5k, with the remainder for the Public Safety Complex. The paving proposed for the library is a patch job, not a significant overhaul. It does not include extending the parking lot area, edging, or the circular drive directly outside the library's entrance. It covers the area that includes the incoming lane up to the island and four parking spots.
- 3) Library geothermal system repairs: \$3025

Friends of Leverett Library report

Accolades to Natane Halasz for her smooth handling. Dawn is working on the landscaping of the patio again.

Richard and Gerry are working on the wildflower garden, so we will have flowers this year.

Policy Review/Updates

Art Donations policy (draft), We aren't doing anything right now, so this will be tabled until the next meeting.

CWMARS/MBLC/MLS updates

Emergency State Aid Policy changes. As of March 5, libraries are compliant. See MBLC for the actual document.

New Business

We will use the town's account to use Go To Meeting for our meetings in future.

Next meeting

Wednesday, June 10, 7pm. _

Joan Godsey made a motion to adjourn at 8:22 pm. Georgie Schmid seconded the motion. Motion passed.

DRAFT