

## Library Trustee Meeting Minutes

June 5, 2019, 7:30pm, Leverett Library, 75 Montague Rd, Leverett

Present: Lisa Sullivan-Werner, Chris Condit, Georgie Schmid, Rachel Flint, Leah Larkey - Friends Representative & Natane.  
Submitted by Chris Condit

Georgie moved and Lisa seconded that we approve the May 2019 minutes as amended; the motion was approved unanimously.

**Money available:** as of June 1, 2019 – *see attached*. There was some discussion of spending on Collections Category about the relative percent remaining in each category and how to adjust that to match estimated circulation per category (and maybe suggest to CWMARS how to make it easier for libraries to compile such circulation per category data?).

**Van Steenberg bequest.** We decided we need to complete our upcoming “State of the Library” – AKA “Five- Year Plan” that is now underway before we can commit to what to do with this \$91K bequest. Natane has looked into several approaches/venues that other libraries have taken in which to put this money including the Community Foundation of Western Massachusetts (Pelham went with this approach), local banks, and discussed same with Christy Chadwick (Consultant with WMRLS). Natane said she would and did obtain (on 6/6/19) a contact to whom we can send our thanks for the bequest, who is Eric T. Masters, Personal Representative of John’s estate, and was also a long time close friend of John ([erictmasters@yahoo.com](mailto:erictmasters@yahoo.com)). The money is now parked in the Gifts Line Account.

### Circulation

	May 2019	May 2018
CWMARS	2493	2536
Overdrive	393	323

Comment made: pattern as in most previous months, with CWMARS slightly down and Overdrive slightly up, essentially offsetting each other.

### May open hours

110 hours open.

### Events & happenings at the library

We cracked 100 for subscribers to Natane’s new email list on monthly events!

#### May events:

Ayurveda Workshop, Sunday, 05/05, 2pm (31)

Leverett Community Co-op Story Hour, Sunday, 05/05, 10am (6 kids + 5 adults)

Ukulele Strum Along with Julie Stepanek, Thursday, 05/09, 6:45pm (6)

Library Book Group (Regeneration by Pat Barker), Thursday, 05/16, 6:30pm (6)

Childhood asthma presentation with Dr Kimball Prentiss, Saturday, 05/18, 1pm (0), but she was wonderful about the “no-show” audience.

Storytelling Workshop for families, Sunday, 05/19, 1pm (9 kids, 7 adults)

Leverett Pond Film Screenings, Sunday 05/12 (cancelled due to filmmaker unavailability) & 05/19, 2pm (35)

LES School Band performance, Tuesday, 05/21, 4pm (13)

Visit LES during their book fair & ice cream social (outreach about summer reading), Thursday, 05/23, 5pm-7pm. Issued one youth library card, and handed out 25 flyers about summer reading.

Movie Night, Apollo 11, Friday, 05/24, 7:30pm (7)

Happier Valley Comedy Improv Show, Thursday, 05/30, 7pm (27) – great show.

#### Ongoing:

Strength Training for 40+ with Kathy Sward, Tuesdays at 2:30pm (July & August: Wednesdays 8:45am)

Family Scrabble Club, Tuesdays, 3:15pm

Electronic Device Drop-in Help with Leah Larkey, two Thursdays per month, 6pm

#### Community Room usage:

Used CR at least once in May: Tales & Tunes Story Hour; Yoga for Stress Reduction; Tai Chi; Qigong; Leverett Literature Group

#### Upcoming events:

Summer Reading events run 06/25-08/24 (all-events flyer will be distributed at meeting – *See Attached*)

Democratic Caucus, Saturday, 06/08, 1:30pm

Ukelele strum along with Julie Stepanek, 06/13, 6:45pm (no uke in July or August)

Leverett Pond Film Screening, Saturday, 06/15, 1pm

Intro tech workshops with Leverett IT Jeffrey Pooser, Saturday, 06/22 + 06/29, 1pm

Book Group, *Under the Net* by Iris Murdoch, Thursday, 06/27, 6:30pm

July & August:

Author talk: Deb Habib & Rocky Baruch of Seeds of Solidarity discuss their new memoir *Making Love While Farming*, Tuesday, 07/09, 6:30-7:30. They are the co-founders of the Orange Garlic Festival and others that have seen this presentation said it was excellent.

Fern Presentation & Walk, Saturday, 07/13, 1pm

Music on the Patio, Thursdays 7pm in July and August

### **Friends of Leverett Library report**

There was a discussion about who will care for the grounds while Dawn is recovering from hip surgery, and the fact that we should probably pay (both Dawn the person substituting for her) more for that work. Leah will take the discussion suggestions to the Friends. There was also some discussion about who was taking care of the area around the pick nick table outside the meeting room, and if maybe the folks taking care of the garden might also be asked to clean the leaves out from around that table.

### **Building/Grounds**

Update on HVAC system: Two of the 5 heat exchange unit's compressors need to be refurbished/replaced at the cost of \$3K and \$4K, and should be regarded as standard maintenance expenses due to aging. The inability of the ground-source heat exchange unit to produce adequate heat during very cold spells the last winter resulted in our use of electric heaters during some periods.

The solutions offered were two: #1) At a cost of ~\$80K, replace the current ground-source system with air-to-air heat exchange units. #2) At a cost of \$19K put supplementary electrical heating units into the air ducts of the existing ground-source heating/cooling system, and use them to supply heat when the ground-source system cannot cope with extreme cold periods. The trustees favor the \$19K option and discussed the method of payment.

The "Patriot " variety elm tree was planted – and Natane is going to check to see to whom we should sent a thank you card for same.

### **Policy Review/Updates**

None discussed

### **CWMARS/MBLC/MLS updates**

At the CWMARS library director orientation meeting on Thursday, 05/30 Natane meant with the Executive Director of CWMARS Jeanette Lundgren and discussed CWMARS issues.

### **Library website**

Update on website redesign project with Montague WebWorks – An offline version of the new website design was displayed and critiqued. Chris moved and Lisa seconded we authorize Natane to spend \$800 to Montague WebWorks to finish and activate the new site as per our suggestions, after she has a discussion about site security with them a gains assurance that the site not be hackable as was our previous site.

### **Long range planning process**

Update on forming committee and schedule. We discussed the time table for implementing the Long Range Plan (AKA Five Year Plan) - *see attached*.

### **New Business**

None

We adjourned at 9:30PM.

### **Next meeting**

Wednesday, Sep 11, 7:30pm