Sunderland Public Library Board of Library Trustees

7/27/2021 Meeting Minutes - approved 8/31/21

Present: Justine Rosewarne (Chair), Beth Berry (Acting Secretary), Lorin Starr, David Wisseman, Hollis Graves, Emily Pettit, Katherine Hand (Director)

The SPL BOLT meeting minutes from June 29, 2021, were reviewed. Katherine changed the reference in Item 3 from “higher than $80,000” to “$87,475.50” and corrected the spelling of kayak. Lorin moved to approve the minutes as amended, Beth seconded the motion, and the motion passed 3-0-2, with two trustees abstaining because they had not been at the meeting.

**Director’s Report.** There is a 20-30% decrease in circulation from 2019. The ARIS report is completed. The HVAC System is having intermittent issues cooling. The crash bar of the Emergency Exit Door in the Community Room is leaking, causing the alarm to sound. Might be a scupper bucket problem, but Lorin suggested having Roto-Rooter flush the whole thing since it goes under the street. The carpet is bubbling in the Lane Reading Room – Katherine will get a cost estimate for having the carpet in the whole library replaced. Katherine has hired Deb from Perfect Strokes Painting to paint the Lane Reading Room in August so that we can hang art again in September. Lorin will provide the paint color. Jim Williams advised that the wood work needs just a little touch up with stain and polyurethane. It’s the same stain as in the kitchen and we have enough. Five Hot Spots were delivered from MLBC. Attendance has been good, capped by 86 for the Aerial Acrobats. Katherine reviewed the SPL Financial status.

**Working Groups.**  *Art*: Katherine has re-booked cancelled artists and we have two new applications. *Kayak*: The proposal will go out to bid soon. Lorin and Katherine spoke with Geoff and the group understands that SPL cannot contribute more than the CPA grant, so there will be attempts to bring the cost down to the CPA grant amount. *Graves Library*: We will move forward with a subcommittee or working group comprised of 3 Library trustees (Justine, Hollis, and Lorin – when Lorin is ready to step out, David will step in) and someone from the Sunderland Historical Commission and someone from the Swampfield Historical Society. The building is under the Library’s purview, and the Memo of Understanding with the Historical Commission allows the Historical Society to use the building. All funding is the in the Town Buildings line item, but Katherine feels we need to advocate for funding for needed renovations. The report said it was in “great shape for a building its age” but it has some issues. Funds have been appropriated for pointing from Capital Projects, but the requests need to come from us. Justine will approach the Historical Commission and Society for appointments and Lorin will talk to Geoff about the make-up and what type of group it should be.

**FY22 Goals and Objectives.** Our long-range plan is up for review next year. (1) Katherine proposed increasing the Adult Librarian hours to 25 hours plus benefits (20 hours/week is minimum for benefits). Katherine will meet with the Personnel Committee to discuss (a) lack of funding for substitutes (b) maternity leave and (c) benefits for Adult Librarian. (2) Katherine wants to reach out to renters and make them feel welcome at the Library. The Library has an Instagram account -- it’s been unused but now that it’s possible to link posts from Facebook to Instagram we can revive it as a way to reach more people. David volunteered to help with Instagram posts. (3) Katherine was wondering about installing acoustic panels in the circulation area. Lorin suggested they wouldn’t work with the low flat ceilings. Katherine said that the plexiglass helps in some ways, but makes it hard to hear.

**Annual Financial Review.** We reviewed the year’s finances. Katherine reported that the 2021 funds for C/WMARS and loanable materials were expended by January 2021, where they would usually be expended in March or February. She pointed out that we returned more than $10,000 to the Town because the building was not cleaned regularly while it was closed. Katherine mentioned that we will need new computers in a year or two. The 2 desktops for staff and 14 desktops for patrons will need to be replaced before too long since most of them were bought in 2016. The five staff laptops were purchased in 2018 (1) and 2020 (4) and should not need replacement soon. Demand for the computers is not clear because of the pandemic, though many patrons use our computers to send things to the printer.

**Fall Book Sale.** Katherine discussed the desire of groups to use the Community Room this Fall. We agreed we should wait to see how the Delta variant surge goes. Justine will ask the Fire Department if they have a large tent so the book sale could be outdoors, which would require everyone to help out the Friends. The trustees will research buying or renting giant tents. Katherine suggested possibly a mini-book sale on a continuous basis in the Community Room but the trustees advocated for the community event and involvement of local book dealers as a reason to have the large event. Maybe the Town could buy a tent with Recovery money to promote community events?

**Town Signs.** We looked at new signs for the Library parking lot and nearby fence.

David Wisseman moved to adjourn at 7:57. Hollis Graves seconded the motion which passed unanimously.