

# Wilbraham Public Library Board of Trustees Meeting - April 18, 2023

**In attendance:** Linda Dagradi, Cheryl Weslowski, Christine Goonan, Brenna Levitin, Karen Grycel, Karen Ball *ex officio*

**Absent:** Marjorie Williams

Meeting called to order at 5:32pm by Linda Dagradi. Meeting held hybrid between GoToMeeting and the Brooks Room in the library. Meeting recorded by Wilbraham Public Access.

## Minutes

- Cheryl asks if there was an answer to Brenna's question about the Children's Department annual report
- Karen B reiterates answer

Cheryl motions to accept the minutes with the addition of the answer above. Karen G seconds.

**Motion passes unanimously.**

## Chair's Report

### Annual evaluation

- Linda asks that when survey to employees is launched, please send copy to trustees
- Others agree

### Sunday hours

- Linda reminds that we'll be discussing Sunday hours next month so prepare accordingly

### Candidate's Night

- One potential moderator hasn't responded
- Town Moderator (elected official) has not responded
- No one can find a phone number
- Minnechaug event will be students only, during the school day, for School Board only
- Friends of the Library and Friends of the Seniors can't sponsor the event
- Karen G asks for input from members who aren't up for election
- Last year there was no involvement of the Trustees in selecting the questions, phrasing the questions
- Only responsibilities were invite all candidates, scheduling with the moderator, and giving an introduction
- Christine says we're currently trying to find a moderator
- We might want to look outside town residents, maybe someone with public service or governmental experience

- Karen G says the ideal would be current or alumnae Model Congress members
- Christine says we need to figure out the date
- Likely May 11 or May 18 if we want to do hybrid with Brooks Room

## **Board Items**

### **Policy Review Schedule**

- Display collection policy she brought up last time
- Still waiting on the Town Attorney for the last batch
- Karen B suggests that we look at the Massachusetts Library System website has collection of library policies and see if there are policies we might want to add
- Karen B says Photography & Videography policy should
- We should make a list of policies we'd like to review and potentially implement
- There might be work over the summer where Trustees volunteer to draft policies to bring to the full Board

## **Library Director's Report**

### **Programs**

- Plant Sale on May 13th
- Karen B asked whether the Hill Climb (not a Library event) is going to block off Main Street
- It won't block off Main St but Christine points out that they might try to park in the Library parking lot
- Summer Reading kicks off June 17th
- Heidi will be doing school visits for summer reading
- Cheryl asks where the ice cream at the kickoff comes from
- Karen B says she has a budget for it
- Last year the Friends of the Library provided ice cream
- Cheryl says this month Friendlys made a donation to a club in town that they've previously denied
- She suggests that Heidi contact Friendlys to see if they'll sponsor

### **Staff Development Morning May 12**

- In-house training going over reference interviews, reader's advisory
- She'll leave space for staff request

### **FY2023 Third Quarter Financials**

- Electric is over, heating is under
- Brenna asks what the plan is for the \$39,000 and change remaining in the Materials line
- Karen provided breakdown of part of the Materials line
- Linda says if we're trying to involve and keep teens involved in the library

- Karen B says there's limited space in the teen collection so anything that's purchased needs to be accounted for by weeding
- Karen B says teens are the smallest group of patron
- Brenna says this is a self-fulfilling policy— if we don't invest in the group then we won't grow the patron community
- Christine says there's no library at Wilbraham Middle School
- Several people say that we should try to increase involvement, outreach, etc
- Karen B says the YA position was increased to 35 hours in 2010
- Brenna says that's great and this is about building on that and improving and expanding
- Linda agrees this isn't a criticism, just about building and improving
- Christine agrees that we should have a goal we're working toward
- Linda suggests a financial literacy program for kids and teens
- Karen B says there was one but it didn't get used so it was discontinued
- Brenna says there's a big difference in perspective between kids/teens and 30-somethings and older in terms of financial futures so hopefully anything aimed at kids/teens is at least aware of that perspective

#### **Non-appropriated funds**

- Green communities has replaced some lights and they may be able to replace the pendants
- LIFT money was earmarked for the pendants
- If there is money in LIFT, Karen B says she'd like to use it for booths
- Several people agree that the booths sound good
- Access to Justice program might help

Brenna motions to accept the third quarter financials, subject to audit. Karen G seconds. **Motion passes unanimously.**

#### **Wilbraham History books**

- Karen B asked Nick about the process and we're waiting to hear back

#### **WLMEF Disbursement**

- Karen B requested \$4000 to supplement the materials budget
- \$1000 to Teens, \$1000 to Children's, \$500 to Adult fiction/poetry, \$500 to Adult non-fiction/large print, \$1000 to digitization
- Karen G asks if this is typically an annual request
- Karen B says when the Memorial Endowment Fund existed it would give an annual disbursement
- Typically around \$3000 per year

#### **Friends of the Library Report**

- Earth Day cleanup is this Saturday, April 22nd
- WFOL will take care of this parcel up to Crane Park and the strip mall

- Dine-out at Uno's next Thursday, all day long and includes alcohol
- May 6-7 is textile drive which includes shoes, purses, belts, curtains, rugs
- Drop-off will be at the foot of the front stairs
- Plant Sale on May 13th (pre-order before)
- June book sale
- Drop-off June 2-5, sale June 7-10 in Brooks Room
- Christine asks when this happens, is it when the library is open
- Karen B says it depends on when they can get volunteers, so often they close earlier in the evening than the library does
- Results of the annual meeting of the Memorial Endowment Fund
- Karen G says they have repopulated the board of the MEF

## **Building/Renovations**

### **Brooks Room project**

- Karen B met with Sam and Anthony
- Sam proposed to just order materials from the Steelcase company and then work with a flooring company to do the install of the infrastructure under the carpet
- Linda says Anthony has a lot of good ideas on how to transform the Brooks Room
- Linda says there's a tree limb that needs to be lopped
- Brenna asked whether there was clarification about whether the quote was for just the tracking or for tracking and cabling
- Linda and Karen B say this hasn't been answered
- It may not be cheaper to have the flooring installers install the tracking/cabling but it will be more efficient in terms of coordinating the work

## **Miscellaneous/unforeseen events**

### **Bernie's celebration**

- Thursday May 25th around 5:15pm
- At the Taproom
- His last day is May 26th

### **April 22nd Plant Guy Eric event**

- Let's Get Growing
- Cheryl has had some inquiries about why we're having this program if dispensaries are not allowed in Wilbraham
- Cheryl says this might be a polarizing issue in town
- Cheryl asks whether Friends approve programs or just fund them
- Karen B says there's no approval process, staff just plan their own programs
- Karen B says she gave the info to Tim (librarian who's organizing)
- Karen says this is informational program, it falls under Consumer Health & Wellness

- Educational program
- We have a responsibility to provide a wide range of events
- We understand the concern and appreciate that people are comfortable coming forward with concerns

### **Cleanup**

- Karen G asks if there is a Spring cleanup scheduled with the landscaping people
- Karen B says she doesn't think that will happen
- Karen B will ask Sam if this is scheduled or not and follow up with trustees
- If not we can do another Trustee cleanup day

### **Roof replacement**

- Finance Committee approved replacing the flat roof
- The quote for repairing the slate was much less expensive than expected
- There's a possibility the roof repair will be done in FY2023

### **Update agenda**

- Brenna says that 'Chairman's Report' should read 'Chair's Report' since Bylaws have changed the name of the position
- Karen B says she can do that
- Linda reminds us that we can send Karen B any agenda items by Tuesday before the meeting

Christine motions to adjourn. Brenna seconds. Motion passed unanimously. Meeting adjourned 7:25pm.

Next meeting is Tuesday, May 16th at 5:30pm.