

# Wilbraham Public Library Board of Trustees Meeting - May 25, 2021

**In attendance:** Marjorie Williams, Linda Dagradi, Brenna Levitin, Cheryl Wesolowski, Karen Grycel, Karen Demers *ex officio*

**Absent:** Jim Jurgens

Meeting called to order at 5:35pm by Linda Dagradi. Meeting held remotely and recorded by Karen Demers.

Minutes from April 20, 2021 reviewed and approved pending spelling correction of "Tonya."

## Report from Friends of the Library

Reported by Ray Burk

- Biggest change is Memorial Endowment Funds now called the Friends of the Wilbraham Library Memorial Endowment Fund (FWLMEF). All funds transferred to FWLMEF.
- Current balance is \$293,651.
- Expecting a 4.25% distribution in FY 2022, approximately \$12,500.
  - Not yet allocated.
- Community Foundation of Western MA (CFWM) is holder and investor of all funds. CFWM manages portfolio.
- FWLMEF has the option of choosing which Fund money is placed in. Current portfolio is Global Growth, investigating change to environmentally, socially-responsible Fund.
- Treasurer of FWLMEF has not yet been admitted to CFWM online portal (access to funds). Treasurer (Jo Ayers) expected to get access by the end of June; update to come after June WFOL meeting.
- Responsibility for deciding how to use funds is still undesignated (Board of WFOL needs to write this policy)
- Fundraising:
  - Art show booked for October
  - Booksale planned for October/November, pending COVID
  - WFOL is considering collecting clothing and taking to Savers in West Springfield. Savers pays 22 cents per pound for clothing donations.
  - Looking into creating a WFOL discount card
- Travel mugs and microfiber cloths acquired, 15 totes available
- Reminder that a new Library Trustee needs to take over Ray's position on the WFOL board; Cheryl has volunteered to do so.

## Board Items

## Computer and Internet Services Policy

- We have incorporated library and IT staff comments
- Linda read through for typos, etc
- If anyone sees any suggestions missing, email Linda by Monday
- Karen will then pass updated policy to the Town Attorney

## Sundays FY22

- Bibliotemp says 1 person from last year wants to come back for every weekend this next school year
- Would use Karen and Mary for alternate Sundays and Bibliotemp— no regular WPL staffers included
- Could use Local 98th employees if we knew in advance of a conflict with Karen and Mary
- Other union contracts still being negotiated
- Usage stats from the last year this was implemented: Saturdays 9-2, Sundays 12-5 and usage was equivalent
- Debate over whether we should continue opening on Sundays during the school year. Some cons included that money could be used for other things, especially Saturday programming. Some pros include increasing the accessibility of the library to people; most other local libraries aren't open on Sundays so WPL has wider draw; maximizes the most use of the library for the most people; many families do sports on Saturdays and come to the library on Sundays; many people rely on access to computers/internet/indoor space on Sundays to do homework, etc.
- Could we stay open longer on Saturdays instead of Sundays? If we want to explore this, we need to negotiate with both unions and it's already too late to negotiate this for FY 2022. FY 2022 contracts are being negotiated right now, and it would've needed to be in the contract at the beginning of the negotiations.
- Could we do any in-person family programming on Sundays? Could we do virtual programming on Sundays?
  - Answer: On Sundays, with only 3 staff no one can monitor virtual programming. They can set up room for external performers for a physical program and then let the external performer run the program.
- Saturday programming is a pretty big deal, so we should encourage WPL staff to consider doing programming on Saturday, particularly for kids
- Discussed that virtual programming has been incredibly useful during COVID but also reaches audiences physical programming doesn't. Recommended that WPL continues with hybrid programming (some programs entirely virtual and some programs entirely in-person) to maximize access; Karen D. says continuing virtual programming in addition to in-person is the plan.

Motion that WPL will be open on Sundays from 12-5pm with Karen and Mary alternating as administrators, beginning after Labor Day 2021 through the weekend before Memorial Day in 2022. Contingent upon the availability of Bibliotemps for staffing.

**Vote:** 4 in favor, 1 opposed. **Motion passes.**

### **Landscaping/Tree work update**

- Trustees and other volunteers worked on Saturday 5/22 with Master Gardner Toi Graham to remove dead branches, invasive plants, overgrown bushes, etc.
- The Highway Department loaned a truck as a favor in which to pile debris with the understanding that they would haul it away on Monday. Removing this debris is not their job. When they arrived, they were very upset by the state of the truck (branches and debris piled in and around the truck, obscuring entry to the truck and visibility) and spoke to Karen D. about it. Karen D. emailed the Trustees to relay this information and request an apology to the DPW/HD from the Trustees.
- Everyone recognizes that this was volunteer labor, and all of this labor is appreciated. No one thinks that the volunteers had any intention of causing additional work for the HD.
- Reminder that this was a favor from the HD, this is not part of their job. They were anticipating removing brush placed in the truck, not arriving to an overfilled, unsafe truck. Other arrangements had to be made, which incurred unanticipated costs.
- Removal has required use of a woodchipper and a bobcat, and at least 6 hours of multiple people and additional machinery working over 2 days. Can/should we transfer money to defray that cost?
- Some trustees upset by email from Karen D.
- Consensus is that moving forward, a professional landscaper needs to come more than once a year for this kind of maintenance and cleaning.
  - State aid or WFOL money could be used for this
- We need a strategic plan for the future that includes who is responsible for what in regards to landscaping. Suggestion to write down what we know, advice we've been given by Master Gardeners— Cheryl already did this.
  - Should we go through and prioritize Cheryl's list?
- Talk to the company that was previously Irving and Harris (now Mountain View Landscapes in Holyoke) who used to do the annual cleanup in the Fall? Bring them in, get info from Toi, find out if they can come maybe 4 times a year and plan to use professional contractors going forward
- Suggestion that instead of Mountain View, maybe try to find a Wilbraham business. Consensus that we should get quotes from multiple landscapers.
- Karen D. needs to include Sam from the town because he's in charge of the contracts for doing other landscaping for the rest of the town properties
- Next step: Karen involves Sam, DPW, etc as to how to find a professional firm, how to figure out what we need to budget/fundraise for regular landscaping
- Board of Trustees will send a thank you note to Tonya & the DPW for the extra work they did today & tomorrow. Linda will write it and will send it to the board and Karen D. to proof before sending it. Karen D. will send Linda the contact info for everyone who needs to get the thank you note.

## Library Director's Report

### Reopening

- Reopened yesterday (Monday 5/24)
- For this week, occupancy limits are 47 people on the first floor, 30 people on the mezzanine level, 8 people in the Brooks Room
- Max number of concurrent patrons so far was about 12 people
- Wilbraham BoS met last night (5/24) and adopted Gov Baker's recommendations to not require masks or social distancing in town buildings beginning June 1; as BoS is also Board of Health, Library must follow this beginning 6/1/21
- Suggestion to tell staff they are welcome to keep wearing masks; let them know they won't be discriminated against if they want to keep wearing masks
- Suggestion to put up a sign telling visitors masks are welcome
- Sneeze guards/plexiglass shields will stay up until further notice, at least several more months

### Eagle Scout project

- Karen D. still trying to pin down the date
- Potentially 1 or 2 days in early June
- Project is going forward.

### Programs

- **Farmers Markets**
  - Thursdays starting June 3rd outside Wilbraham United Church (500 Main St)
  - WPL will share space with WFOL
  - Will bring laptop and hotspot to sign people up for library cards, offer cookbooks and nutritional resources, and promote databases with cooking resources.
  - WFOL might do mini-book sales when they are using the space
- **Summer reading**
  - Launches June 12
  - Entirely online through Beanstalk
  - Kids & Teens programs all online
  - Adults have option to register in person instead of online

### Library fines restoration date

- Extend discontinuation of fines through Oct 1st and revisit discussion at our September LBoT meeting
- Consider doing Food for Fines again this summer once the food pantry is open again

Brenna Levitin made a motion to extend suspension of fines through 10/1/21. Cheryl seconded the motion.

**Vote:** 4 in favor, 0 opposed. **Motion passes.**

### **Story Walk update**

- Initial trail has been blazed
- Looked at paths of least resistance, safety hazards that will need to be addressed, vine issues (cut so children won't swing on them)
- **Next:** going out to bid for the grading and the stone dust
- Once that's done, figure out placement of signs and benches
- Karen D. anticipates that this should be complete by the fall, possibly sooner. Work is only limited by weather.
- This work is covered by CPC money, overage could come from state aid if needed
- DPW is helping with the project and being paid for their time, which has been budgeted in the CPC money.
- Path won't be ADA-compliant— requires specific grading, width, paving material, lack of sharp turns, etc

Marjorie made a motion to adjourn, seconded by Cheryl. Meeting adjourned at 7:19pm.