

Meeting - Acushnet Public Library Board of Trustees

November 30, 2017, 4:30pm

In attendance: Kristen Leotti, Chairperson

Jean Stripinis

Diane Ferreira

Nancy Francis

Henry Preston

Jeri Howland

Dina Brasseur, Director

Audience: Connie Preston

Motion was made and seconded to accept the Secretary's report from October 25, 2017. All voted in favor.

The Financial Report was presented by Director Brasseur.

--We are mid-year in the FY18 budget cycle, with 46.7% spent out to-date.

--Two longevity payments will be paid in third quarter.

--Energy line is currently \$300 higher than last year at this time. Current Eversource statement is less than it was at the same time last year.

--Buildings and Grounds is over 50% spent. Air Masters, the company responsible for the HVAC unit, was called in mid-November as we didn't have heat. The battery on the HVAC unit needed to be replaced, and some additional updates were made as well.

--Equipment and Repairs have no changes but we will purchase additional scanners and a receipt printer in early 2018.

--Tech support was fully spent out in July, as normal.

--Phone is same as last year. In the future, the library may be added to the town system.

--Education. Director Brasseur has just renewed her Massachusetts Library Association membership, which includes a New England Library Association membership. Sandra Medeiros will be renewing hers later in the fiscal year. The American Library Association membership will be up for renewal in the spring.

--SAILS line has been fully spent out, as normal.

--Office supplies will likely be at 50% spent out by the Board's next meeting.

--Children's Education Supplies still has most of its funding, as the big expense will be the summer reading program.

--The Materials line is over 75% spent out. Director Brasseur is spending more aggressively from the line this fiscal year. Typically it's spent out in March but expect to see it spent out sooner this year.

--Travel. Both Director Brasseur and Sandra Medeiros have been attending less meetings so far this year, so the travel line has seen only a small reduction. Expect to see a drop in the line by spring, when local conferences are typically held. Also, there will be some SAILS training sessions in spring that Director Brasseur hopes to send some tech staff to.

The Financial Report was accepted. All voted in favor.

The Legislative Coffee, scheduled for Dec. 8, 2017, at our Library, may or may not be happen. Rep. Koczera cannot attend. If Sen. Montigny also cannot attend, the event will be canceled. The purpose of the coffee is to remind legislators how important state aid is to small libraries. The annual legislative breakfast will be at B.C.C. on January 18, 2018. All are invited to attend.

Director Brasseur met with Nancy Francis, the Board's finance committee representative, in November to develop a draft of the FY19 budget. The FY19 budget will include a new part-time, 19 hours per week position for next year, a Library Tech 3, with a sub-title of Children's Room Assistant. Town Administrator Brian Noble supported inclusion of this position. All town departments have been asked to level fund for next year. Salary lines have been left blank, per TA Noble. Union members are currently in contract negotiations. The Wage and Classification Study, for non-union personnel, is still underway.

Director Brasseur reviewed the proposed Operating lines of the FY19 budget for the Board. Several lines would be level funded: Energy, Building and Grounds, Office Equipment Education, Office Supplies, and Children's Education/Supplies. The Telephone line would increase by 5% to \$700. The SAILS Tech line would increase by 1% and the SAILS Expense line would increase by 2%. Those increases are non-negotiable. At Mr. Noble's suggestion, Travel will increase from \$400 to \$1,000 to cover mileage when staff attend workshops and classes. It was noted that Director Brasseur does not always submit receipts for mileage, and commutes to conferences rather than use a hotel, in order to stay within budget for this line. Henry Preston suggested perhaps Library staff could use one of the town's electric cars to travel on library business. The Materials line would increase 20% to \$26,000 in an effort to ensure the library can more easily meet requirements needed to obtain State Aid.

Director Brasseur provided details about the proposed new part-time Tech 3 position of Children's Room Assistant and distributed a job description for it. A Master's degree would not be required for this part-time position. High circulation and usage are driving the need for this new position. Children's circulation and attendance at programs have tripled, something that would not have been possible at the old Russell Library. In October 2015 the circulation of children's material was 690 total. In October 2017 the circulation was 2312. Acushnet is one of the three libraries in SAILS that doesn't have a dedicated children's librarian on staff. We are currently holding only one weekly storytime. Pajama Storytime used to be weekly but is now only offered seasonally. The new Tech will do programs, assist in purchasing, work with the school department and do library tours. Sandra Medeiros, Patron Services Associate, is now doing programs and has become a huge asset to the library, but patrons continue to demand more children's services than the Library can accommodate with the current staff level. During last year's budget meeting with the Finance Committee, Library representatives mentioned the Library would be looking to add a Children's Room Assistant. At this time, a titled children's librarian is out of reach due to the budget. In addition, adding a new 19 hours/week position may allow the library to be open on Fridays.

Mr. Noble's suggestion that we invite the Finance Committee to hold one of their budget hearing meetings at the Library, preferably the one where the Library's proposed FY19 budget will be reviewed, was discussed, and the Board was highly supportive of this idea.

Motion was made and seconded to accept the FY19 budget, which needs to be submitted to town hall by Dec. 15.

Announcements:

Director Brasseur thanked the Friends for providing the funds to purchase the awning and handrails for the staff entrance.

The Cultural Council will hold their meeting at the library on December 4 at 6 p.m. Two performers submitted funding requests to the Cultural Council to conduct programs at the Library. They are Greg Maichack and the Toe Jam Puppet Band.

Some of the trees on the Library grounds may need to be removed or trimmed, and this will be done in the spring if not before.

Director Brasseur would like to apply for a LSTA grant through the Mass Board of Library Commissioners, specifically one with a Community Building focus. With the building that houses the Library turning 100 in 2019, Director Brasseur envisions collecting recorded memories about the building from patrons and residents who would talk about its past uses (such as a school, community center, the middle school dances...). The grant could be used to record oral histories, purchase audio or video recording equipment, and there would be a possibility of working with one of the local high school's AV departments. In addition, the Library could tie in a celebration of 100 years of the building (oral history, purchase equipment, work with schools). The building was finished in 1919 but did not open as a school until 1920.

On Dec. 2 and Dec. 27 the Lego Club (for ages 5 and up) will meet. The Legos have been funded in part by the Library Friends group and through a United Way grant. The first meeting had 16 children in attendance.

On Dec. 28, there is a Pajama Storytime at 6:30 p.m.

On Dec. 1, the Library's monthly newsletter will be available online.

Nancy Francis informed the Board about a new Library Friends fundraiser, which will be a calendar for the month of February, that will be sold starting in January. They will be looking for gift card donations from local businesses.

The next Trustees meeting is scheduled for Tuesday, January 9, 2018, at 4:30 p.m.

Motion was made and seconded to adjourn the meeting at 5:23 p.m.

Respectfully submitted,

Jeri Howland, Secretary

Approved at 1-9-18 BOT Meeting