

Meeting Acushnet Public Library Board of Trustees

January 9, 2018, 4:40 p.m.

In attendance: Kristen Leotti, Chair

Jean Stripinis

Nancy Francis

Henry Preston

Jeri Howland

Dina Brasseur, Director

Audience: Connie Preston, John Tavares

Motion was made and seconded to accept the Secretary's report from November 30, 2017. All voted in favor.

### **Budget Report**

Just over 50% of salaries and operating lines are spent at the midway point of the year. All lines are where they should be at this date. The Budget report was accepted. All voted in favor.

### **Annual Report**

The Director provided a draft of the Library's Annual Report for inclusion in the 2017 edition of the small book distributed at the town meeting. The statistics were not yet available, but Director Brasseur will add them once she receives the SAILS report. The Annual Report is due at Town Hall on January 31, 2018.

### **Proposed DPW Perimeter Cleanup**

Director Brasseur informed the Board that the Town Administrator discussed landscaping cleanup around the fencing with Dan Menard of the DPW. Dan recommended the fence also be removed and that he could pull the weeds, remove the fence and replace the fence. It would be a good winter project. The DPW would handle the labor, and the Library would purchase fencing materials. Chair Leotti asked if the fence belongs to the library or the White family, and Dir. Brasseur said that the Town Administrator has agreed to ask the White family for permission. Jean Stripinis said to get whatever is agreed upon in writing. The Board discussed fencing options, including PVC vs wood, chain-link or a solid fence, and fence height. It was noted that a solid fence would keep the growth down. Also noted that the areas is full of poison ivy so it would probably be a good idea to get it done in the winter. Maybe a rail fence would be better because it could be sprayed for poison ivy yearly. Dir. Brasseur thinks that a 4 foot fence would be fine as it would provide better visibility for drivers.

### **Capital Plan**

The Town has asked all departments to provide capital plans to project possible future expenditures over the next 1-20 years. With the help of Building Inspector Jim Marot, Dir. Brasseur developed a draft capital plan for the Board to review. Two items for the first year were the fence and a backup generator. After five years, items include repointing the brick on the building's exterior, resealing the parking lot, replacing the computers and the Community Room projector.

Chair Leotti mentioned another walkway may be needed on the North side since people do park on the other side and walk on the lawn. Also, she suggested considering a drive-up bookdrop, replacing the

basement stairs and railing, an exterior glass case for notices, replacing two basement doors and closing in the storage room in the basement. Nancy Francis suggested video cameras for security. It was then noted that wiring is a concern for security cameras, and quotes are needed. Henry Preston asked if there is a natural gas line on the street for a generator, as a natural gas connection would go on by itself, but a propane generator would need to be filled/adjusted each time. The next discussion was about the logistics of a drive-up bookdrop—where to put it, how staff would then get material into the library (the pitch of the lawn is steep on that side of the building and probably needs stairs, making it that much more difficult to carry or push the material). Also, it would be best if it could be emptied from the back of the bookdrop.

The heated walkway is not working again. The sensor is not working and the manufacturer is not returning phone calls to Mr. Marot. Part of the walkway may need to be removed to replace the sensor. Because the walkway is stamped concrete, salt is not an option to keep it free of snow and ice. Sand is not recommended either but it is probably a better choice.

The HVAC battery that was replaced in November was not working in December. The building still had heat but it is not possible to access the software to adjust the temperature. The first “bad battery” was replaced at no cost. The second “bad battery” was also replaced. Now the jace may be bad (this is the part that the battery connects to). Also, the blade on the condenser outside was frozen. Mr. Marot recommended fencing it in to protect it from the snow, and he is working on a solution.

Director Brasseur will submit the Capital Plan draft so Town Administrator Noble can review it before the Finance Committee Meeting. The Trustees will revisit the plan at a future meeting.

### **John Tavares**

John, the president of the Friends of the Acushnet Public Library, presented a short recap of last year. The Friends have been in existence for 16 years. The group volunteers to provide programs for adults and children, pays for passes to six local attractions, supplies refreshments when requested, and supports the summer reading program. All events are always free to attend. In 2017 the group purchased handrails and an awning for the North staff entrance, as well as a Lego table and chairs for the Children’s Room, and raised over \$5,000 from book sales, donations, and a mini-grant from the United Way of New Bedford. There are presently over 40 paid members and new members are welcome. For 2018, they plan more adult programs, summer reading for children, their annual book sale in September, and to increase their social media presence. They are now selling a calendar as a fundraiser for February. Chair Leotti thanked the Friends for their support.

### **Announcements**

Director Brasseur noted that the circulation was slow in December and that there were fewer children’s programs than in 2016. The Hoopla circulation has increased 30%. She also was happy to say that 400 books were checked out in the two days before the last snowstorm. In fact, 700 items were checked out (highest circulation was DVDs and children’s picture books). Bread, milk and books!

Dir. Brasseur acknowledged gratitude for the DPW’s help recently with snow removal.

This month there is a program on setting up your small business, meetings of the Lego club, and a 100<sup>th</sup> Day of School celebration is planned for January 24.

The Council on Aging and the library are working together on a new joint initiative to deliver books to the homebound. Homebound delivery was announced earlier this month in newspapers and on the COA's Facebook page. This is a work in progress.

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

Motion was made and seconded to adjourn the meeting at 5:30 p.m.

Respectfully submitted,

Jeri Howland, Secretary

**Approved at 1-30-18 BOT Meeting**