

Barrett Paradise Friendly Library
Board of Trustees Meeting
Minutes of March 28, 2022
Meeting held via Zoom/in person hybrid

In Attendance: Lisa Flanagan, President; Deb Boyle, Treasurer; Cindy Cook, Secretary. Trustees: Brette Fulton; Richard Leist; Julie Niering; Linda Potter; Darryl Speicher; Mike Stein; Julie Wynne. Mary Ann Lewis, Library Director. Absent: Diane Conklin.

Lisa Flanagan, President, called the meeting to order at 5:32pm.

Minutes of the February meeting were reviewed and approved with corrections. Julie Wynne made a motion, Mike Stein seconded, and all were in favor. Julie Niering abstained due to absence from the February meeting.

Treasurer's Report- Deb Boyle, Treasurer, reviewed the balance sheet and stated everything looked good. The Finance Committee did speak with the investment advisors at Morgan Stanley. The Finance Committee will get together again to discuss what was talked about at the Morgan Stanley meeting and then make a presentation to the Board. It was noted that the library received a \$6,000 donation from the Buck Hill Community Services Committee. The library also received \$24,250 in state aid. The library had a larger expense of \$16,150 for the geo thermal unit repair/replacement. Discussion took place about setting aside a reserve fund for the remaining seven units. Discussion also took place about replacing them before the fail. Mary Ann will check with RJ Groner to see what they advise. A question was asked about the balance in the capital fund and the answer was \$190,000. Darryl made a motion to file the Treasurer's Report for audit.

Library Director's Report- Mary Ann explained that our active patron statistics will be in flux for a while because of switching over to SPARK. She would also like to bring volunteers back but is going to wait just a bit longer until staff has a better handle on the new system. The state report has been submitted but may have to be changed a little bit due to the state looking for some different information this year. Mary Ann shared the comments she received from two Moms and their children who visited the library and had a wonderful time. She also told us about a gentleman who is thrilled his books will automatically renew in the new circulation system. As of March 14, masks are now optional for patrons. Circulation numbers are also confusing as one week of February was in the old system, 2 ½ weeks in the new system, and ½ week was in limbo. Discussion took place about the circulation stats and the new shelving locations and how numbers are being affected by switching to the new ILS. The individual numbers will be a bit confusing for a few months but the total numbers should be pretty reliable. February had fewer programs because of getting new system up and running. Virtual programs are being well attended by school age kids and Chelsea will continue to offer them. Story times will begin at High Acres Park in April. In-person programs can start once back room is ready. Pre-registration will be required and numbers will be limited. Older kids in-person programs will be offered once schools get out. Adult in-person programs will begin once groups' preferences and needs are determined. Small group meetings for under 10 people can currently be accommodated. The summer theme is Oceans of Possibilities. Adopt a sea monkey program will be the kick-off activity for youth.

Building Report- Some sidewalk areas need repairs as the concrete is crumbling. Gary Konrath had done the smaller repairs but we need to find someone to do the larger repairs. Logan Evans and Cory Seese were some names that were suggested. Mary Ann will check with Karl Weiler about possible mulching. The electrician needs to be scheduled to change out the burned-out light bulbs. The closing mechanism for the front door needs to be addressed because it keeps breaking. Discussion took place about trying to secure grants for things such as the geo thermal repair. Discussion also took place about a 5yr, 10yr etc. finance plan of things that may need to be replaced. A suggestion was made to possibly bring in an engineer to assist. It was also stated that we will need to consider replacing furniture and equipment as well.

Fundraising- The Friends Letter has reached \$17,526 in donations.

Grants-Searchable History remains status quo. Chelsea is speaking with the industrial arts teacher from ES North High School about constructing the story walk holders.

Hughes Grant- Mary Ann would like to ask for patron computer chairs and computer tables. She is currently gathering information from JP Jay furniture company. Lisa asked for Board representation. Lisa and Linda are interested. Julie Wynne is also interested depending on the time of the meeting.

Other Business- We will be getting a bump in our broadband in July which will cost us an additional \$8.00/month due to the fact we have an E-rate. Mary Ann is having our computer tech make sure our equipment can handle the bump. Our children's non-fiction also needs to be updated which we will look into a grant for.

National Library week will be held April 3-8. The theme is Connect with Your Library. The library will offer a post it note artwork activity, a scavenger hunt, and will put out treats.

Old Business- SPARK: Continuing to settle in and do some trouble shooting. Overall, it is going well. Mary Ann will put together training materials once the procedures are finalized. There is a problem with some of the library's SPARK messages coming across as spam for some g-mail and yahoo email accounts. Discussion took place of new staffing which is now a high priority. Also, the receipt printer is working properly and so far, the patrons are liking the receipts. Linda Potter stated there was no update on the electric car charging stations. Mary Ann stated the website is being updated as needed.

Covid 19 update- Masks are now optional for patrons. Discussion took place about the Board beginning to meet in person. It was decided our April meeting will be held in person at the Library.

Motion to adjourn meeting at 6:50pm by Julie Wynne, second by Julie Niering.