

Lucius Beebe Memorial Library
Board of Library Trustees

Meeting Date: November 15, 2023

Meeting Location: Trustees Room and Zoom

Trustees Present

In-person: Jeff Quinn, Laura Cutone Godwin, Chris Barrett, Paul Gordon, Jackie Natale, Susan Wetmore, Adam Rodgers

Via Zoom: Aimee Lominac, Scott Staiti,

Staff: Catherine McDonald, Jackie Powers

Public Participation: Andrea Ahearne (representing the Friends)

Documents

Agenda

Secretary's Report

Staff Reports

FY24 Operating Budget Status Report

FY24 Gifts & Grants Status

Trustees Gift Funds Report

FY25 Budget DRAFT

Library Organizational Chart

Fifteen Year Capital Plan - FY25 Request

Quinn called the meeting to order at 7:02 PM.

Acceptance of Secretary's Report

Gordon moved to accept the secretary's report; Barrett seconded. Motion was approved unanimously by roll call.

Staff Reports

Godwin moved to accept the staff reports; Gordon seconded. Motion was approved unanimously by roll call.

Discussion:

- Professional Development day went well. It mostly covered emergency planning, health and safety, building tour, and administrative training for new staff.
- New Zoom conference equipment was installed in the Trustees Room, and is being used for the first time during this meeting.

Public Participation

- Andrea Ahearne (representing the Friends)

Correspondence

- n/a

Committee Reports

Budget

- Discussion of postage.

Building and Grounds

- Heat was turned over without issue.
- Sardella will get in touch with Jim McBain about the exterior sign. McBain noted that the sign should fit the stature of the building.

Friends

The November meeting was held on 11/9/23. Quinn attended.

- Final round of inserts in WMGLD bills have gone out.
- Drafting a periodic newsletter.
- Book sale committee chairs were at the 11/13/23 Town Council meeting to discuss space needs.
- Potential effort to energize legislative advocacy efforts.

The December meeting is scheduled for 12/14/23. Staiti will attend.

Gift Funds

- Creedon Gift Fund: For professional development day; McDonald charged staff lunch to that fund.

Legislative Advocacy

- Four library-related bills pending on issues such as book banning, protecting librarians from being sued, and ebook pricing for libraries.

- This prompted a discussion about ebook/audiobook pricing.
 - Currently, ebooks all have different licensing models (ie, time-based or usage based subscription) and are very expensive.
 - Audiobooks are roughly \$70-\$80/each.
 - Through Overdrive, the library shares access to digital resources with other NOBLE libraries.
 - Magazines are paid on a consortium basis.
 - With Hoopla, the library gets charged after usage.

Personnel

- Fully staffed for professional development day so everyone received emergency training.

New Business

- FY25 Budget Draft
 - McDonald requested that we approve the budget so she can then review it with Steve Maio.
 - Line 5422: McDonald will strike "Stout trust fund income." That fund was used in FY24 but will not be used in FY25.
 - In general, try to stay within 4% (except for contractual agreements).
 - Personal services: reflects new contracts for Catherine, Jackie, and Stephanie.
 - No changes made to electricity, gas, and water.
- Fifteen Year Capital Plan - FY25 Request:
 - Focus on the parking lot and front stairs. Concern about possible drainage issues in the parking lot.
- Library is getting \$68K in state aid for FY25.
- Gordon made a motion to approve the budget, as amended, for McDonald to share with to town officials as the FY25 budget; Stati seconded. Motion approved unanimously by roll call.
- Strategic planning:
 - McDonald would like to host a planning meeting for the trustees with the consultant working on the strategic planning effort on 1/10/24 from 7:00-9:00 (via Zoom or in person). Trustees to confirm availability.
 - After the strategic planning meeting, trustees will partner up with other town members/officials.

Items not reasonably anticipated by the chair

- Annie graduated and is now a full-fledged librarian.

Next Trustees meeting is December 20th.

Gordon made a motion to adjourn the meeting; Natale seconded. Motion approved unanimously by roll call.

Meeting adjourned at 7:49 PM.