Grafton Library Trustees Meeting Minutes

September 15, 2022

*The meeting was called to order at 6:03.*

**Present**

Karen Johnson, Jeff Nunes, Susan Tresch Fienberg (alternate filling in for Andrew Cushing) Katelyn Coolley, Leif Hogue

**Immediate business**

*Welcome Jeff!*

The Trustees welcomed Jeff Nunes, who was recently appointed as Library Trustee to fill the position left vacant following George Curran’s resignation. Jeff will be sworn in before the next Trustee meeting.

*Approval of minutes*

Susan moved that the minutes of the 8/11/22 and 9/1/22 meetings be approved. Karen seconded the motion and it passed unanimously.

*Trustee roles*

It was decided to postpone determining who will serve as Chair, Treasurer, and Secretary moving forward until the next Trustee meeting, when Andrew will be present.

**Directors Report**

*Utilization*

Kate reported an uptick in total library visits (up 30%) and total checkouts (up 17%) in August as compared with the July numbers.

*Programs*

* The scheduling of clubs will be adjusted moving forward to reflect patterns of participation. The Fiber Arts club will meet on Wednesday afternoons from October to April. The Garden Club will meet (at times TBD) between May and September.
* Astronomy Club will continue to meet bi-monthly, at times that vary, and book club will continue to meet on the fourth Tuesday of the month at 7:00.
* A new reading motivation program for kids will begin later this fall.

*Computers*

The new staff computer is up and running, and the new Windows environment has already saved considerable staff time. Patron laptops have not yet been set up due to technical difficulties associated with creating a kiosk configuration that prevents patrons from saving documents or downloading content onto these computers.

Susan moved that Kate make the new laptops available for patron use on an “honor system” if she cannot find a qualified volunteer to resolve the technical issues associated with implementing a kiosk set-up. Karen seconded the motion and it passed unanimously.

If the honor system is adopted, staff will inform users (via signs and/or user agreements) that they may not save documents or download content onto the laptops. Thumb drives will be loaned to patrons to allow them to save their work and take it home.

**Treasurer’s report**

The “Budget vs. Actual report shows that we have already overspent our utilities/electricity budget. Given the increase in heating oil rates, it is possible that the heating budget will fall short of expenses as well. The Trustees discussed how to address anticipated budget deficits this year, not wanting to accrue losses that would otherwise be covered by diverting funds from next year’s budget.

Susan moved that the Trustees tap the trust funds, *as possible*, to cover anticipated deficits, Karen seconded the motion, which passed unanimously.

Karen will explore the possibility of pursuing cy-près changes to the terms of the trusts, allowing greater flexibility in their use. (Andrew has said he will talk with the DRA about this matter as well.)

Karen reports that we will be receiving $360 in interest on town trust funds that are designated for use by the library for books only. Susan moved that this money be used to help pay for this year’s Overdrive subscription, arguing that e-books are indeed books. Karen seconding the motion, which passed unanimously. Kate will contact state library to see if e-books are officially considered books.

Invoices were approved and Leif Hogue’s generous donation of $40 to pay the last porta-potty bill was gratefully accepted.

**FOGL Update**

The Garlic Festival will be held on October 8, featuring great food, live music, a pie contest, and field games with prizes for kids.

FoGL voted to fund printing and postage for the fall library newsletter, which will be mailed to all Grafton residents. Susan noted that FoGL covered the cost of the two newsletters that were mailed last winter and this spring, for a total of nearly $700.

FoGL is still waiting for cost estimates associated with the proposed library sign.

The Trustees discussed whether the current plan for a large library sign on Route 4 is the best approach to promoting the library’s presence on Library Road. Alternatives might include the combination of a small DOT library sign (with an arrow) on Route 4 plus a changeable sign in front of the library. This approach may be more cost-effective.

The Trustees also discussed whether it makes sense to ask FoGL to provide funding from last spring’s lasagna take-out dinner for other library needs (rather than the sign) given our current financial situation. It was decided to postpone a decision on this matter until the October meeting.

**Other Business**

*Facility Planning: Next Steps*

This discussion was postponed to the October meeting, when Andrew will be present.

*Memorandum of Understanding*

Leif noted that the MOU between the library and the town has not been completed and must be executed before next year. The Trustees decided to expedite this matter at the October meeting.

*Strategic Plan Annual Revies*

Susan moved that the annual review of the strategic plan take place at the November Trustee meeting. Karen seconded the motion, which passed unanimously. Non-trustee members of the Strategic Planning Committee will be invited to attend.

*The meeting was adjourned at 7:15*

**NEXT MEETING: October 20, 2022, 6pm at the Library**

Respectfully submitted by Susan Tresch Fienberg