

## February 13, 2024 Meeting Minutes

Present: C. Isperduli, P. Chenevert, R. Stone, J. MacGugan, C. McCourt, S. Fields, K. Putney

- Virtual meeting opened at: 7:04 pm
- Motion to approve previous meeting's minutes passed
- Staff updates:
  - Kristin on vacation starting 2/14
  - Circulation clerk (Sarah) leaving for a new job end of February
  - Need to post new position asap; reconfigure positions, discussion re: splitting position among three people
  - Discussion re:
    - Need to offer competitive benefits/salaries to boost recruitment in Paxton
    - Very challenging to compete with bigger towns/budgets with Paxton's current budget constraints
    - Potentially reducing hours of operation; summer Saturdays are traditionally very slow (potential to offer summer hours); evening hours traditionally low traffic
    - Staff coverage challenging at the moment; important to prevent burnout
  - Plan to post 3x positions; need to consider developing a back-up plan of alternative hours (tabled for now) based on comparable Mass. libraries
- Circulation:
  - Higher in January compared to December
  - Fixed cataloging issue with periodicals
- Maintenance:
  - Follow-up on car accident:
    - Still under investigation; driver arrested for OUI
    - Building was not hit, but bush is demolished and lawn may be damaged
    - Insurance discussion currently happening; no landscaping budget
  - Roofing nearly finished up; material "aged" to resemble original roof as closely as possible; payment ready;
  - Ready for gutter replacement next
  - Elevator and fire extinguishers passed inspection
  - Fire alarm inspection in March
  - Air conditioning inspection in May
  - HVAC controls, exit lights still need attention; Pam to talk to building inspector about exit lights
- Budget:
  - Electronic newspaper (Newsbank) — one-time fee resulted in slight bump in costs (\$912)
  - Incorrect charges for elevator inspection reconciled
- Old business:
  - 100th celebration in 2026 — will form subcommittee to develop plans (Jo volunteered)

- Library board evaluations:
  - Aim to complete evaluations by end of March
  - Need to decide which form to adopt for this purpose; need to be consistent about what we're evaluating year over year; subcommittee (Sandie and Rachel) will work on this
- Policy re: Access for children and young adults: motion to approve passes
- Aspen: Combined website + catalog (website will be migrated eventually); CW/Mars aiming for the first week in March!
- Motion to adjourn passed at 8:05 pm