

Library Trustees Meeting 03/12/24
Richards Memorial Library, Paxton MA

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

Absent: K. Putney

Meeting opened at 7:05 pm

- Motion to approve [previous meeting minutes](#) passed.
 - Brief discussion about best practices for archiving meeting minutes
- Staff updates:
 - New Circulation Clerk I hired, starting this week
 - New Circulation Clerk II starting next week
 - Tech services — hiring in progress
 - Former Circulation Clerk rehired as substitute/trainer
 - Employee reviews and ethics training completed.
 - Increase in senior page compensation to reflect higher tier
- Circulation report
 - Overdrive audio, online magazines increasing
- Maintenance
 - Roof is done!! Insurance check has not arrived; town deducted from insurance account to cover until the check arrives
 - Gutters completed. Warrant for payment will be submitted pending trustee signatures.
 - Small patch of water damage on ceiling in youth/teen room needs to be addressed.
 - HVAC controls are the next building priority; Library Director to research potential grants.
 - Fire safety:
 - Inspection on 2/8/24
 - Emergency signs and emergency lights are okay; suggestion from fire inspector to have electrician check battery box for emergency lights and to test quarterly
 - No emergency lights in bathrooms (recommended) or at the top of the basement ramp (required); expecting quotes for both
 - Limit of 50 occupants in the basement because of single exit.
 - Fire alarm inspection scheduled for 3/19/24
 - Budgeted maintenance for FY24: air conditioner and elevator
- Delta Budget
 - Office supply budget reduced
 - Book funds must be spent in full before 6/30/24
- Sensory Room updates:

- Building inspector noted steel door/fire safe is needed and skim-coated ceiling is recommended (around \$4,000 to move emergency lights); expecting quote from painter
 - Library received additional \$10,000 grant
 - Awaiting other vendor quotes
 - Library Director to attend ALA training (from grant funds)
- Technology: Aspen in progress
- Town budget update:
 - Discussion of letter from town administrator re: potential solutions for tax override; override would be all or nothing (includes all departments)
 - Discussion of two library budget scenarios: contingent budget (override passes) and budget w/o override;
 - Minimum library budget to keep certification: \$204,240; **not** meeting this will put our certification at risk; waiver **may** be possible but not guaranteed
 - Losing certification: Paxton residents would not be able to borrow from any other network library (including online resources)
- Tabled for next meeting: 2025 Annual Report Information Survey (ARIS)
- Motion to close passes; meeting closed at 8:08 pm