

Sharon Public Library Board of Trustees
Regular Session
July 12, 2023

Attendance

Trustees in person: Carolyn Weeks, Cheryl Weinstein, Sarah Windman, Cheryl Rosenfeld, Sherrie King. Trustees on Zoom: Wendy MacArthur
Library Staff: Lee Ann Amend (Library Director)
Guests: Chuck Goodman

The meeting was called to order by Cheryl Weinstein at 7:30 p.m.

Approval of minutes of June 21 by consensus with one edit.

Treasurer

- Everyone on vacation, no account updates.

Budget

- We have a nice balance in our state aid account, \$80k, and we will receive more before the new library is finished, giving us a nice cushion if we need to purchase furnishings.
- Chuck Goodman asked about the encumbered ground maintenance amount of \$9,429.90, Lee Ann will report back.
- Lee Ann: Regarding the lighting issue, we may need to find some money for that. We don't have the cost yet; it could wipe out our line item appropriation. We were told to use state aid. Cheryl W. said we should use our maintenance budget and then come to the Finance Committee for Reserve Fund monies. We shouldn't be in this position, or even in this building. The Trustees agree not to use state aid funds for the lighting repairs.

Foundation

- Met Monday, our new board member attended and is excited to do fundraising. We have contacted our largest donors; they still are on board. Sarah W. asked: do we wait until we have shovels in the ground to collect money? Opinion was that we should not wait.
- Foundation wants to take the lawn signs to hang on fencing at the construction site announcing the new library coming with the anticipated date.

Standing Building Committee

- At last night's meeting, we learned that the building permit includes the demolition permit. Also, the notice to proceed has been signed/done. The clock is ticking. Drayton presented the changes and will start working on them. The construction kickoff meeting is Friday morning.

Correspondence

- Someone emailed asking us for an update before we put it out.
- Someone contacted the SSBC with a question: is it too late to change the plans? Yes.

Director's Report Attached. In addition:

- Emergency notification process: Power outages sometimes delay notifications.
- Fallen lighting: the ceiling tested positive for asbestos in the 1960 ceiling. The light fixture that fell was in the 1979 addition, in which we learned the fixtures are attached to the sheetrock, not trusses. They all have to come down, as they are not being held up properly. Lee Ann will speak with the electrician, to determine the best solution without disturbing the asbestos. When they do the work we will close the library. Then everything needs to be vacuumed and cleaned thoroughly. We have permission to open the adult computer area, but not the nonfiction and YA sections, before the work is done.
- We've added collections since 2019, so we need to figure out housing for those in the new library. I met with the staff about the latest collection management plans for the new building, starting in the current building.
- Going through all the shelving, the hardest section has been the local history shelving. Thinking about addressing my concerns about the local history room, I would like to be able to put a part-time position in the FY 25 budget, to go into the new building. It would be an archivist/info services librarian, to handle donated collections a couple days a week. We've been using the contracted services budget for this. This would be 18 hours a week max. This person would handle decisions about the history room, handling materials, archiving, air-controlled spaces, special boxes, etc. It would be a split position, so the person also could handle reference or do double duty. We need to take the archiving more seriously. We will have better space for it in the new building, and room for more manuscript donations.

New Business:

- Social Media Policies revisited: Cheryl W. asked to add 3 items from the school department social media policy
- Meeting Updates for Absent Trustees: Wendy M. was not happy an email update was sent from the Trustees and she was not informed before it was sent; she had missed the previous meeting and was out of the country. Cheryl W. said it was discussed at the meeting. Sherrie K. said it is not the Trustees' job to update Trustees when they miss a meeting.

MOTION made by Wendy: If the Trustees send any email out to the public, all Trustees must receive an email first. Second by Sherrie. 5 no votes; motion failed. Cheryl W. said it is the job of the chair and the secretary to communicate with the public.

Meeting adjourned at 8:35 p.m. by consensus.

Next meeting – Aug. 16, 2023

Respectfully submitted,
Cheryl A. Rosenfeld
Secretary, Board of Library Trustees