

RHL Board of Trustees meeting 11/7/19

7:00 pm

Present: David Sill, Mark Rambacher, Demetra Taylor, Meera Gill, Susan Harvey, Sam Alvarez, and Helen Graham

Absent: Kris Asselin

Public Participation

There was no public participation.

Correspondence

There was no correspondence.

Approval of Minutes

Minutes of previous meetings were not available to be reviewed.

Treasurer's Report

\$2,651.66 in the Basic Fund

\$417,646.61 in the Building Fund

Note for next meeting - figure out which column we take out the \$15k.

Friends Report

Getting out the vote - successful!

Trunk or Treat - fun and successful!

Book sale - ~ \$2339

12/7 table at the Holiday Bazaar

Fundraising & Public Awareness Committees Reports

Fundraising met on Monday 11/4

Judy Grande and Amy Tarlow-Lewis will draft a pledge letter.

The pledge amounts to date are \$197K with 118 total pledges and 339 people who have donated.

Approximately 20K in pledges have been received since Town Meeting.

March 27-28 are the dates for this year's Mini-golf fundraising event.

Katrina Hagberg is working on finding sponsors.

Megan Rank is working on find food vendors.

Town Administrator Nina Azarian has been asked about obtaining a one-day alcohol permit for this event.

Discussion was also held on the possibility of raising funds by selling engraved bricks for the patio in the new building. Apparently, the CM at Risk will handle engraving of bricks.

Next meeting is on 12/9.

Public Awareness

We hosted a bake sale at the LHS football game on FB game 10/25 and raised \$400, which we split with the Council on Aging, with whom we shared the table.

Building Project

Met on 11/4

The Subcommittee decided to hire Commodore Construction for two reasons - they liked them the best in terms of their best in terms of their perspective on the project and they also came in at the lowest price.

The committee is in the final stages of signing the contract with them.

The Johnson Roberts, the architect, now has the go-ahead to produce working drawings for the project.

Members will get on the agendas of upcoming meetings for both the Conservation Commission and Planning Board meetings.

The final survey of the property is underway.

Trustee Updates

Meera stated that she was very pleased about vote to pass new library, observing the sea of hands that went up in favor at Town Meeting was very gratifying.

David noted that Commodore is very excited about doing this project.

The Trustees would like to thank everyone for showing up at Town Meeting and for their ongoing support.

Mark and Sarah Rambacher went to the MA Friends of the Library meeting held in the So. Hadley library. The helpful information on how to get volunteers were all tips from Firefighters' Magazine. So. Hadley is another Johnson Roberts building, and it is gorgeous, and a similar design to ours.

Helen Graham noted that she will be asking Friends for money for the upcoming music program at RHL in the spring; she handed around the proposed program to much admiration.

Helen also explained materials budget and she will look at formulas.

When asked about Summer Reading books, Helen suggested the list should be in to RHL by May to order in time.

Director's Report

Staff received Overdrive Libby training in October - good training

On 10/25 Sam went to the LHS football game to help out.

On 10/26 Sam participated in Trunk or Treat by handing out candy and books.

Materials - 31% of Town books budget

Museum Passes - spent all \$

State Aid - \$2,881.61 (see report)

Same reviewed the monthly statistics and also reviewed the breakdown of what has been spent on materials so far. The suggestion was made to add a column to show what % has been spent.

Old Business

Recycling Program Request

Sam contacted the Board of Health - they didn't know anything about it, but didn't think it would be a problem to put a bin at the entrance to the library.

Mark spoke with the woman who is running the Terra Cycling and would ask her if she could possibly come to our next meeting in December. She will provide a box for us.

There were several questions: Medical Waste? Where is she recycling things we cannot recycle? Put it in Town Hall? Where would we put it in the library right now? Mark will talk to Nina about putting in Town Hall.

New Business

FY21 Budget

Sam met with the new Finance Director, Cheryl Herrick-Stella, and Steve Moore, our Fin

Com liaison

Sam is asking for increase in several areas, particularly increasing hours.

An increase in hours and increase in pay for each person on staff is warranted, but Sam believes we will need to lobby for these changes with the Selectmen

Sam supplied the Trustees with his proposed budget report

MAR - 19% from town

Total Library Income = \$783,303.51

2020 State Aid comes in January

The RHL Scholarship is on the agenda for next month.

It was noted that RHL doesn't have to appear at the Super Saturday budget meeting

This year.

Trust transfer - it was decided we would discuss this next month.

Early closings for holidays

Meera made a motion to close at 4:00 on the day before Thanksgiving, Christmas Eve and New Year's Eve. Demetra seconded the motion.

Discussion ensued . . .

Sam noted that the staff could come in early to get hours if they want to - this has been done in the past - we need to be flexible.

The staff would be like to be treated as is the rest of the Town Hall staff.

The proposal was made to close on Christmas Eve due to our odd hours - we open at 1 on Tuesdays and the Town goes home at Noon. (Sam will verify this with Nina.)

Helen asked, How do we create parity if the library opens after the town closes?

We really need to change the hours for the library.

Mark noted that the Transfer Station is open Noon to 3 on Christmas Eve. If the Town isn't closed that day, RHL shouldn't be closed that day.

Meera made the motion that on both Thanksgiving and New Years Eve RHL close at 4:00

David seconded the motion. The vote was unanimous.

However, further discussion ensued about the consistency with opening and closing hours - we hope to get there with new library.

Discussion then moved to Christmas Eve hours. A proposal was made to change the hours on Christmas Eve and post the change way in advance so patrons know what to expect.

In light of this discussion, Meera made another motion to have RHL open from 10-2 on Christmas Eve. David seconded the motion.

This vote was unanimous.

Other Business

David brought up that people are walking around looking at the space, and Susan spoke with someone on the space study who was taking pictures of the library.

There being no further business, Meera made a motion to adjourn the meeting and demetra seconded the motion. The vote was unanimous.

The meeting ended at 9:00 p.m. (I may have this time wrong . . .)

Respectfully submitted,
Susan M. Harvey
Trustee, Reuben Hoar Library