

Town of Hubbardston
Board of Library Trustees
Meeting Minutes April 6, 2023, 7:00PM

Members present: Connie Strittmatter, Morgan Brinker, Tom Robinson, Bob Cronin, Krista Goguen
Members absent: Josephine Amato. Also absent: Christine Barbara, Library Director.

Chair Connie Strittmatter called the meeting to order at 7:06 p.m. in the Slade Building.
The meeting was video recorded by WHPA

AGENDA:

- **Library Director's report**

Connie read the Library Directors Report dated 4/6/2023
Curbside Pickup 1; Patrons 212; Students 299; New Cards 7
Storytime Attendees Adults 21 Children 27 Total Attendees 42
Volunteers' 1 with a total of 2 visits and a total of 3.5 hours for the month

FaceBook/Instagram Totals:

Facebook Page Reach Mar 2240 / Feb 2207 / Jan 444 / Dec 448 / Nov 203 / Oct 855 / Sept 1777 / Aug 183 / July 658 / June 2110 / May 807 / Apr 5465 / Mar 2912 / Feb 3131

Facebook Total Page Likes Mar 806 / Feb 807 / Jan 802 / Dec 787 / Nov 785 / Oct 781 / Sept 768 / Aug 740 / July 735 / June 735 / May 725 / Apr 721 / Mar 713 / Feb 695 / Jan 687

Page followers Mar 887 / Feb 883 / Jan 878 / Dec 880 / Nov 878 / Oct 874 / Sept 860 / Aug 833 / July 825 / June ? / May 810 / Apr 805 / Mar 797 / Feb 775

Facebook Page & Profile Visits (formerly Check in to our location) Mar 309 / Feb 321 / Jan no info / Dec 177 / Nov 180 / Oct 181 / Sept 181 / Aug 178 / July 178 / June 177 / May 173 / Apr 173 / Mar 173 / Feb 173

Instagram Page Reach Mar 47 / Feb 40 / Jan 3 / Dec 26 / Nov 1 / Oct 1 / Sept 0 / Aug 2 / July 16

Instagram followers Mar 79 / Feb 58 / Jan 39 / Dec 38 / Nov 35 / Oct 32 / Sept 27 / Aug 26 / July 26 / June ? / May 18 / Apr 16 / Mar 12. Instagram Profile Visits Mar 28 / Feb 21

Most popular posts #1 Miss Patricia is starting a second Storytime! 974 /

#2 Did you know the Library has Museum Passes? 702

Wifi connections Mar 87 / Feb 89 / Jan 95 / Dec 78 / Nov 136 / Oct 142 / Sept 142 / Aug 93 / July 71 / June 134 / May 128 / Apr 101 / Mar 124 / Feb 105 / Jan 81

Library Numbers:

Hubbardston Items Circulated (Regardless of location) Mar 1367 / Feb 1358 / Jan 1504 / Dec 1097 / Nov 1247 / Oct 1308 / Sept 820 / Aug 1218 / July 1232 / June 1138 / May 1569 / Apr 1607 / Mar 1404 / Feb 1030

All Items Circulated at Hubbardston (Regardless of ownership) Mar 1303 / Feb 1446 / Jan 1546 / Dec 1143 / Nov 3058 / Oct 1247 / Sept 735 / Aug 1068 / July 1211 / June 1076 / May 1477 / Apr 3997 / Mar 3652 / Feb 955

Requested Holds Mar 217 / Feb 218 / Jan 273 / Dec 187 / Nov 252 / Oct 199 / Sept 246 / Aug

256 / July 269 / June 219 / May 104 / Apr 132 / Mar 213 / Feb 228

Total Number of Patrons registered at Hubbardston 1456. Total Number of Items Feb 12,427

Overdrive Total Checkouts from Hubbardston Patrons FY2022 4892.

For Mar 454 / Feb 426 / Jan 491 / Dec 364 / Nov 473 / Oct 456 / Sept 447 / Aug 524 / July 483 / June 437 / May 449 / Apr 381

The library was closed Tuesday March 14th and Wednesday March 15th due to the storm. The Senior Book Club met on March 23rd and discussed "The Ruins of Gorlan" by John Flanagan. There were 8 in attendance. The "Not Just Knitting" program was scheduled for March 14th, but due to the storm, was canceled. This program will be held March 28th. The display for March was to celebrate Women in History Month in both the Adult Reading Room and the Children's Reading Room. Miss Patricia is now hosting two Story Times each week, one on Mondays at 1:00 pm for Pre-K children and one on Wednesday at 10:00 am for infants and toddlers. Gabbie will be starting a new position mid-April and her hours may need to change. I will address that should it become necessary. We will be hosting two programs in May. The first will be West African Drumming with Jafar and the Wendell Warriors, date TBD, and "You Can Paint Pastel" with Greg Maichack on May 23rd from 6:00 pm to 8:00 pm. *This program is supported in part by a grant from the Hubbardston cultural council, a local agency which is supported by the Mass Cultural Council, a state agency.* People can register at the front desk or by calling 978-928-4775.

I regret to inform you that the services account is overdrawn. The increased cost of electricity and heating oil were contributing factors as well as unexpected boiler repairs. The FY23 February report shows us at \$2,954.93 remaining. In March our expenditures were \$7,353.02, which includes \$2,054 for heating oil, \$859 for National Grid, \$1,450 for Piper Web (website annual fee and upgrading the website for accessibility and \$2,885 for the boiler pump replacement. To bring the services account to a zero balance for April \$4,398.09 needs to be moved from other accounts.

Bob asked about the scheduling of library programs and capacity. He has some ideas and will discuss them with Chris. Chris schedules all of the library programs and they are paid for from the library services budget and sometimes with funds from the Hubbardston Cultural Council. Minor grammatical and date errors in the Director's report were corrected to avoid confusion

- **Meeting minutes for March 2023**

Motion to approve the March 2, 2023 minutes made by Bob, 2nd Tom. All approve

- **Library Budget**

- Due to increased utility costs and heat pump replacement the Services line item is over budget by ~\$4800. We need to move money from other line items.
- **Question:** which account do we want to move money from?
- **Options:**

- Town Line items Employee Support, Supplies, or Payroll (last resort)
- Other Line Items: Donations or State Account
- Other?

Connie described the account deficit situation mentioned in the Director's Report. The Services account is typically used to pay for utilities and the library website. The account is overdrawn due to higher cost of utilities, website upgrade fees and replacement of the boiler pump. The library budget can cover these expenses, but funds for these expenses will need to come from a different account.

Discussion: Chris suggests we first use up funds from the Town account rather than use a State account, but since there are only 3 months left in the fiscal year, the Town line items are mostly spent. We will have to check if the State accounts can be used for these types of expenses. Tom suggested using the library 1st floor rehab funding from CPC for the boiler pump replacement cost. Connie will ask the CPC if we can spend money from that account for this purpose. The 1st floor rehab funding does not specifically include boiler repair. We have discussed but do not currently have funds to replace the heating boiler. Krista suggested we consider funding the National Grid (\$859), heating oil costs (\$2,054) and boiler pump replacement (\$2,885) from account Donations, and the website upgrade fees (\$1,450) from the State Account.

Morgan motioned, Bob 2nd: The boiler pump repair, oil and national grid be paid for from Donations account and the Website cost be paid for from the State Account. Connie will email CPC to find out if the boiler pump cost could be funded from the 1st floor rehab grant. All approve. (Note: \$7248.00 of these expenses less the amount available in the Services account \$2,954.93)

Trustees discussed concerns about use of donations funds for purposes other than books and programs, but unexpectedly high utilities and heater repair are also important for library services. Donations are also used for scholarships

- **Library scholarship update**

We need to correct the scholarship info on the website. Info has been posted and advertised to the area high schools. Applications are due in June. Trustees will review the scholarship application rubric at the May meeting. We will review applications in executive session at the July meeting

- **Library Director Performance Review - How to approach merit raises**
 - [Email Responses from other BoT](#)

Morgan and Connie met with Chris to discuss her performance review. She got a copy and a copy was filed with the Town. The review and a separate email included a request from Trustees to consider an option for a merit based increase for exemplary effort. We do not yet have a response from the Town Administrator. Within the last year, Chris completed her BA degree and additional coursework on her own time. Trustees submitted a query to the MBLC

Trustee email Discussion. Trustees reviewed the 2 email responses to our query from library trustees at other towns (Williamstown and Sheffield) who have investigated how to implement a merit increase at their libraries. Currently only cost of living increases are included.

Tom motioned to write a warrant article for the upcoming town meeting to request a merit increase for the library director of 5% per hour based on her current hourly wage. Bob 2nd. All approve. Connie will work on this and meet with the Town Administrator.

- **Town awarded funds for repairs - Next Step**
 - **1st floor rehab**

Goldsmith Electrical completed work to add declutter and upgrade the wiring and add additional outlets (to reduce extension cords) on the 1st floor and main floor. They submitted a bill for \$2,355, slightly above the estimate. We may still add a whole building surge protector. Connie will send the bill to CPC

- **Brick repair** - Tom will contact the DPW
- **Hiring a OPM - Owner Project Manager**

To be paid for from CIPC funds that will hopefully be approved at the June Town meeting. Hope to hire OPM to coordinate and prioritize funded projects. Connie has a list of potential OPMs and she will begin contacting them. We would like to have them in place to start July 1. We will invite those interested to the June Trustee meeting.

Connie will contact the Town Administrator to find out about the energy audit, OPM suggestions, warrant article for merit pay, goals for displaying colored lights for awareness. Trustees plan to attend Nate's office hours.

Trustees will invite Heather Monroe, Select Board liaison to the Library Trustees, to the May meeting.

Trustees will review Open Meeting, Ethics and Executive Session laws at an upcoming meeting. Connie announced the upcoming webinar.

- **Outside Library Lights**
 - **Question:** Town Admin Nate asked me if we could change the color of the lights on the outside of the library to indicate town support for awareness months. The goal is to offer support to various groups like Q-Drug (purple) autism awareness (blue?)
 - **Points for Consideration:**
 - Need to purchase new led bulbs that can be controlled by someone's phone.
 - Who decides what is supported and for how long?
Could this become political?
 - Who would control the lights

Connie explained that the Town Admin asked if we could change the color of the lights on the outside of the library to indicate town support for awareness months for various groups e.g

LGBTQ, autism - blue, Quabbin-Drug (purple).

Discussion: Trustees discussed concerns about how to determine which groups should be considered and any political implications. Tom suggests a separate light on the ground because the current library outside lights are hard to access. We currently recognize awareness with book displays. Trustees will work on drafting a policy related to displays and participation in support campaigns including the process of determining what should be recognized and how to recognize support - e.g. with lighting. Krista will investigate relevant policies of other libraries. The policy should be discussed with other town representatives and possibly a community survey. Trustees recommend participation in a support campaign should not be just the library, the Town should also be included in displays - coordinate with the town.

Future agenda items

- Library Website Review
- Policies Review
- Review required ARIS and Financial annual reports submitted to MBLS by the library
- Develop a calendar for the Trustees, financial and other activities
- Discussion/ideas about ADA compliance
- Heat pump replacement discussion
- Further Grants research information/discussion including ALA
- Review open meeting and Executive Session law

Motion to adjourn Connie, 2nd Morgan

Meeting adjourned: 8:29 p.m.

Respectfully Submitted by Krista Goguen

Next meeting: Thursday May 4, 2023 at 7 p.m. in the Slade Building