

Town of Hubbardston
Board of Library Trustees

January 7, 2021 Meeting Minutes

Members Present: Connie Strittmatter, Josephine Amato, Tom Robinson, Morgan Brinker, and Krista Goguen. Members Absent: Johanna Henning. Also present: Chris Barbera, Interim Library Director.

Zoom meeting called to order at 7:06 pm.

• **Library Director's Report - Chris Barbera**

Curbside pick-up use is steady. There was a small increase of in-person library visits, Wifi access, and Facebook page followers, likes and reach. Facebook posts were reduced due to the holidays.

Royal steam repaired the heating system! Chris will work with Ryan to arrange for an electrician for the recommended changes (install a program switch to limit water inflow).

Work continues on weeding the non fiction and Large Type collections to make more space for new books. Planning to make non-fiction discards available for purchase at a book sale in early summer. Large Type discards were donated to the Senior Center. A collection weeding schedule by sections throughout the year will make the quantity of discards manageable.

The Trustees reviewed and discussed the library funding accounts.

Tom will find out more about these accounts listed at the end of the report:

- Library Roof 2018 ATM \$38,027.50
- Library BAN Payment 2020 ATM \$21,895.40

Chris presented an overview of a library program proposed by Rhonda Hamer. former library trustee, employee. current patron of the library. Rhonda works at Fitness Concepts and would like to present fitness program(s) through the library, for example: "Returning to Exercise", "Strength Training", and/or "Training for the Road Race". She is proposing a free introduction session with additional sessions for a fee (e.g. 4-6 weeks strength training course).

Trustees discussed issues related to charging fees and liability and if a waiver form would be needed. Trustees made suggestions for alternatives to charging fees such as obtaining a Mass.

Cultural grant, offering a discount for Fitness Concepts membership after attending the session, or listing Fitness Concepts as a sponsor of the Road Race in exchange for offering the programs, or the library covering the cost of the program. Chris will investigate questions about charging a fee for library programs.

Motion to approve Chris to explore liability (insurance) issues and explore program options related to exercise and race training programs with Rhonda Hamer. Motion Connie, 2nd Morgan. All approve.

- **Approve Meeting Minutes, December 3, 2020**

Motion to Approve: Morgan. Motion to accept. all approved.

- **CPC/CPA Applications**

Tom presented the two Community Preservation Act (CPA) project applications to be submitted to the Community Preservation Committee (CPC) later this month.

Application #1: The first project follows on previously funded/existing projects to repair the library building foundation and is based on recommendations of Johnson engineering report.

This Application requests \$20,000 with an additional \$5,000 from Fairman Trust.

Tom will consult with Ryan to clarify how much money is leftover from the previous grant and find out whether unspent funds could be used by the library for other projects (i.e. if the cost of work is less than requested).

Motion to approve **CPC/CPA Application: Extension of Existing Foundation Project per Assessment Report Recommendations** with the application subject to verification of funding amounts and sources that may require the grant request amount to be modified. Contingency to proceed subject to verification that the Fairman Fund can be used, verification of how much of the existing CPA project grant funding remains.

Motion to approve: Morgan, Connie 2nd. All Approve.

Application #2: The second application “CPA Project - Library Main Floor Rehabilitation”, includes upgrades and repair of Library Children’s room lighting, storm windows, repairing air leaks, and essential director’s office modifications. This application requests \$10,000 and \$2,500 from Library donation fund

Discussion: Lighting and storm windows could be covered by Green Communities Grant. If this grant is not funded, Trustees could consider using library funds for some of this work. If 2nd grant application is not funded, the Trustees will consider using Fairman Trust funds and/or Road Race funds for the priority repairs.

Motion to approve the CPC/CPA **Application: Library Main Floor Rehabilitation** with cost and measurement details to be confirmed and the application finalized by Tom. Tom will represent library trustees in presenting the application to the CPC.

Motion to approve: Morgan, 2nd: Krista. All approve.

- **Review Capital Improvement Plan FY 2022-2026**

The Hubbardston Capital Improvement Plan FY 22-26 includes funds for work on the library building, including lighting, weatherization, windows.

Discussion: In FY 2019, Trustees recommended \$190,000 for Library electrical infrastructure upgrades that do not appear to be included in this plan. Josephine will consult with Ryan about the status of these previous recommendations. Chris confirmed that electrical upgrades are important for library functions. Tom will look for the recent electrician report that informed the Trustees recommendations. He will also consider how to prioritize electrical and safety issues, e.g. exit signs, as well as options for self-funding upgrades using other available funds, such as Road Race funds and/or Fairman trust. Chris confirmed that the Town allocated Dog Fund must be used for library materials, but State Library funds and Road Race funds are not restricted to library materials.

- **Green Communities Act update**

The Capital Improvement Plan FY 22-26 includes Green Communities Grant as the source of funding for some of the Library weatherization and energy efficiency projects.

- **Library Foundation Inspection report**

Tom provided an overview of the Johnson Engineering report as part of the CPC/CPA grant application discussion.

- **Discussion/ideas about ADA compliance**

Discussion postponed to a future meeting.

- **Discussion of activities for 150th anniversary in 2 years**

Discussion postponed to a future meeting.

- **Grants Research Information**

Connie presented the grants calendar she created and made available to the Trustees in Google Docs. The calendar and grant opportunities will be discussed at the next Trustees meeting.

Meeting Adjourned 8:38 p.m.

Respectfully Submitted by Krista Goguen

Next Meeting: 7:00 PM, February 4, 2021