

WPL Meeting Minutes 6/6/2022

In Attendance

Jenn Warner, Library Director
Alli Palmgren, Assistant Director
Heidi Hardin, Trustee
Emily Hutcheson, Secretary (outgoing)
Joe Mullin, Trustee
Shaheen Parks, Trustee
Susan Scott, Chair
Chris Welles, Secretary (incoming)
Debbie Darling, FWPL Co-Chair
Anna Berger, FWPL Co-Chair

Approval of Minutes: Motion: Chris Welles moved to approve the minutes of May 2nd, 2022. **Second:** by Joe Mullin. **Motion passed unanimously.**

New Secretary: Motion: Emily Hutcheson moved to nominate Chris Welles as Secretary. **Second:** Susan Scott. **Motion passed unanimously.**

2022 Holidays: Motion: Joe Mullin moved to adopt the holidays for FY 2022. **Second:** Emily Hutcheson. **Motion passed unanimously.**

Director's report

The highlight of the month was the Town Center Celebration Saturday, May 21st. The library and the Friends of the Library had tables in the Josiah Smith Tavern parking lot. Jenn and Alli signed up 22 patrons for new library cards. A comparable number of patrons updated their card info. Jenn & Alli handed out over 100 pinwheels made from discarded books. The Art & Innovation Center gave tours, put on printmaking displays, and hosted an exhibit of historic pictures of the Town Center. There were demos and a Fix-it-First bike clinic. Hundreds of folks were attracted to the AIC for respite from the heat and to use the facilities; and stayed to check out the offerings.

A board member received an email from a "Retired Americans PAC" asking for feedback for an apparently bogus library survey. They appear to be soliciting funds on the library's behalf. This looks like a fill-in-the-blanks non-local group. This was referred to the Town Manager and Town Counsel. To educate patrons to be savvy email users, Alli created a spam awareness email postcard.

The draft long range plan was submitted to the Library leadership staff for review. Jenn hopes to have the Trustees approve the final plan at the next Trustees meeting. Staff Leaders have been asked to submit two professional goals for the next year; part-time staff will submit one goal for the next year to their supervisor.

The Friends have ordered six Adirondack Chairs for the front lawn. The Friends have also provided \$10,000 to fund a Diversity, Equity & Inclusion speaker series. \$2,500 has been used to join the Library Speakers' Consortium. There are three zoom talks per month, beginning July. Half of the speakers are women and/or people of color.

Regarding the damaged wall by the Library entrance, Town Facilities recommends dividing the project into separate steps. Some steps will *repair* the automobile damage (paid by the driver's insurance); some steps are considered *improvements* (would use Library Trust funds); and some parts are *capital projects* (needing Town Meeting approval). The wall will be replaced as it was (a *repair*); the damaged light post will be replaced with a matching post (no longer available for purchase) from the side parking lot by the Case School, and a light post of complementary design will be purchased for that location. Bollards - removable by Facilities - will be installed between the curved driveway and the walkway, an (estimated) \$3,000 *improvement*. A seasonal

outdoor nook would be created by replacing the plantings in the nook outside the art gallery with a paver "floor" with four footings to support a seasonal canopy, with an electrical outlet (for coffee & programming); an estimated \$15,000 to \$20,000 *improvement*. The brick and concrete posts along the wall lining the curved walkway can be cut and lowered (to prevent kids playing on them and injuring themselves); this is a *capital project* (Town Meeting approval). Recasting the front sidewalk from (current) pebbly surface to tinted concrete (for easier snow & ice clearing) is another *capital project*.

All Town elevators require a software upgrade; the upgrade for the AIC's elevator would be \$4,413; cost to be drawn from unexpended construction funds.

AIC Report

Four rental inquiries came in after the Town Celebration, which brought in 100s of people, many for the first time. Thanks to Jean Arturi for putting together the open house; and to Nicole Mordecai for the beautiful presentation of historic Town images. The AIC will be hiring a part-time Studio Technician to support the new laser cutter, etc. Summer teen workshops are slowly filling up, and being promoted on social media.

Trust funds - Susan Scott

We have 5 years of history. Based on that, we think we can come up with spending estimates. We have sent the info to the financial planner we are working with. Trust funds provide significant support materials estimated \$185K FY22 (closes 6/30/2022) (\$215K annual income). It is unusual for a library to have such a large source of funding.

Planned repair and patio upgrade

The Board moved outside to view the wall by the entrance damaged by the auto accident. The Board discussed the planned repair and the patio upgrade by the front of the building. There was a consensus that the Board would like to see a more detailed plan for the project. The Board asked Jenn to proceed with getting such a plan.

Next Meeting: August 1, 2022 at 9:30 AM

Adjournment: Joe Mullin moved to adjourn at 10:19 AM.