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6/16/23

## **Ayer Library Board Open Session Meeting Minutes: January 12, 2023**

Sharon Slarsky, president, presiding. Meeting called to order at 6:00pm  
Trustees present: Becky Campaner – vice president, Maggie Durand, Debra Faust-Clancy (phone), Robert Gardner (phone), Susan Kennedy – treasurer, Cyndi Lavin – secretary, Deb Pedrazzi, Sharon Slarsky – president,  
Trustees absent: Rebecca Myers  
Also present: Luke Kirkland – Director, Laurie Sabol – Friends of the Ayer Library

### **Agenda Item: Call to Order**

**Review and approval of agenda:** Change of date for the Minutes that are being approved tonight.

**Motion:** A motion was made by Becky Campaner and seconded by Bob Gardner to accept the agenda with the date change. Vote: unanimous

**Approval of Meeting Minutes:** No changes made

**Motion:** A motion was made by Becky Campaner and seconded by Maggie Durand to approve the meeting minutes from December 08, 2022. Vote: unanimous

**Announcements:** Luke's assessments should be sent to Rebecca Myers

### **Agenda Items: Reports**

**Treasurer's Report:** Treasurer Sue Kennedy reported that the funds balance began at \$147,970.20, gained \$27.09 in interest, with the end of month balance being \$147,997.29. The sum of \$35K that appears on the report was there by mistake; it is from last month's heating system bill.

**Motion:** A motion was made by Cyndi Lavin and seconded by Maggie Durand to approve the Treasurer's report with the correction. Vote: unanimous

**Invoice Report:** Sue Kennedy asked how the magazines were chosen and whether all were popular with patrons. Luke Kirkland said that it was a package deal from last year and that an assessment could be made about circulation of the titles.

**Motion:** A motion was made by Becky Campaner and seconded by Bob Gardner to approve the Invoice report. Vote: unanimous

**Director's Report:** Luke went over just the highlights. The HVAC repairs are complete except for the staff lounge.

Youth programs have been added, including an interactive storytime by Amy and Becca, and a D&D club by Raye.

Adult programing included Hallmark Movie Bingo by Barbara and Heidi, several movies, and a bookgroup.

Snow removal was discussed and Becky asked about how delays were handled. Luke said that usually the school schedule is followed for delays and closures.

**Motion:** A motion was made by Becky Campaner and seconded by Deb Pedrazzi to approve the Director's report. Vote: unanimous

**Agenda Item: Old Business**

Strategic Plan: There was no new news to report.

The Trustees will set an agenda item for meeting with the Friends of the Ayer Library at the March 9, 2023 meeting.

**Agenda Item: New Business**

**Draft of Communications Protocol:** Discussion centered around extending the chain of communications to a step above the Trustee Board. Cyndi felt it was unclear who the next appeal would go to and pointed out that without clear directions, disputes were likely to be appealed to a personal lawyer. It was agreed that the Town Manager would be the next step of appeal, only in an advisory capacity, so that the communications flow will be as follows: staff>director>chair of trustees>trustee board>town manager (advisory).

**Motion:** A motion was made by Cyndi Lavin and seconded by Maggie Durand to approve the Communications Protocol with the additions. Vote: unanimous

**Motion:** A motion was made by Becky Campaner and seconded by Cyndi Lavin to allow the Chair to designate a Board member for the position held by the Chair in the flow chart above if it became necessary. Vote: unanimous

**Three-Month Review:** Deb Pedrazzi felt it was very important to have a subcommittee do the review rather than the entire Board. After a very short discussion, everyone agreed this was wise and that the duty of doing the review would rotate through the Board. Deb Pedrazzi, Becky Campaner, and Rebecca Myers will be the first subcommittee. The flow will be as follows: Committee>Rebecca to collate>Sharon (Chair)>Luke>Board Sharon will be sharing the results with Luke prior to the meeting and discussing the highlights at the following Board meeting.

**Motion:** A motion was made by Deb Pedrazzi and seconded by Cyndi Lavin to appoint the three-person subcommittee and do the review as outlined above. Vote: unanimous

**Draft of Compensation Policy:** The Trustees felt that the overall policy was very fair and balanced.

**Motion:** A motion was made by Becky Campaner and seconded by Debra Faust-Clancy to approve the Compensation Policy. Vote: unanimous

**Budget:** We will be requesting a 6.7% increase over last year, to be presented on January 25, 2023.

**Motion:** A motion was made by Becky Campaner and seconded by Deb Pedrazzi to accept the proposed budget. Vote: unanimous

**Updated Circulation Policy:** It has been reorganized and has the fine-free information added, along with the responsibilities of borrowers.

**Motion:** A motion was made by Deb Pedrazzi and seconded by Becky Campaner to approve the Circulation Policy. Vote: unanimous

**Agenda Item: Public Comment**

Friends of the Ayer Library meet and greet: It is scheduled for Saturday January 21, 2023 from 11-1pm, with a snow date of January 28.

Maggie Durand reported that the Historical Commission had questions about the microfilm digitization funded by the CPC.

**Adjournment:**

**Motion:** A motion was made by Becky Campaner and seconded by Debra Faust-Clancy to adjourn meeting at 7:45 pm. Vote: unanimous

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TOWN CLERK

