

Ayer Library Board Open Session Meeting Minutes: April 13, 2023

AS 6/27/23

Sharon Slarsky, president, presiding. Meeting called to order at 6:04pm

Trustees present: Becky Campaner – vice president, Maggie Durand, Debra Faust-Clancy (phone), Susan Kennedy – treasurer, Cyndi Lavin – secretary, Deb Pedrazzi, Sharon Slarsky – president, Rebecca Myers (6:10pm)

Trustees absent: Robert Gardner

Also present: Luke Kirkland – Director, Members of the Friends of the Ayer Library

Agenda Item: Call to Order

Review and approval of agenda: No changes

Motion: A motion was made by Becky Campaner and seconded by Cyndi Lavin to accept the agenda. Vote: unanimous

Approval of Meeting Minutes: No changes

Motion: A motion was made by Becky Campaner and seconded by Maggie Durand to approve the meeting minutes from March 09, 2023. Vote: unanimous

Announcements: Debra Faust-Clancy informed the Board that she would be resigning after the next meeting. Sharon Slarsky reported that no one is on the ballot yet for election to the Trustee's Board.

Rebecca Myers entered at 6:10pm

Agenda Item: Public Comment

None

Agenda Items: Reports

Treasurer's Report: Treasurer Sue Kennedy reported that the funds balance began at \$148,057.77, gained \$43.59 in interest, with the end of month balance being \$148,101.36.

Motion: A motion was made by Maggie Durand and seconded by Rebecca Myers to approve the Treasurer's report. Vote: unanimous

Invoice Report: Includes training costs. The Library is on track for all but wages, and there will be some money left for another project. Sue Kennedy asked about "utilities", which Director Luke Kirkland explained used to be included in "services". Also it was noted that there was some funds left over from repairs.

Motion: A motion was made by Cyndi Lavin and seconded by Becky Campaner to approve the Invoice report. Vote: unanimous

Director's Report:

The heating repairs are complete. The elevator door is fixed.

Luke attended some more workshops on 1st Amendment issues.

Heidi Flynn's last day was April 4. There are now two staff positions available, and Heidi's is the most critical to fill in Adult Services.

The Library's focus was on community outreach during March.

Closure policy: the DPW is sometimes the limiting factor. Luke discussed hiring a plow/shoveling company. Currently, the Library "considers" the school schedule when deciding upon snow closures.

The telescope has been launched and is available for check out.

There were many successful programs for children, youth, and adults last month that are outlined along with attendance on the attached report.

Luke says the Library is all set for Town Meeting on April 24.

A new pass was purchased by the Friends of the Ayer Library for the Garden in the Woods.

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

Agenda Item: Strategic Plan Update

Two responsibilities of the Trustee Board were discussed. Sue Kennedy will head up drafting a process for seeking new Board members and Rebecca Myers will head up drafting a process for onboarding new members.

Agenda Item: Old Business

Robert submitted a Personnel and Operational Management Plan MOU last month to clarify the relationship between the Library and the Town, outlining areas in which the Town is already supporting the operations at the March meeting. He will attend the Library Board meeting in May for a discussion on additions, subtractions, and changes.

The Problem Resolution Procedure document was discussed. Becky Campaner asked that the language be made consistent. The Board discussed and decided to add the lists of valid vs non-valid complaints from the Town Hall document to the Library document.

Motion: A motion was made by Becky Campaner and seconded by Maggie Durand to accept the Problem Resolution Procedure document with the changes and additions discussed. Vote: unanimous

Luke drafted a letter to officially declare that the Library shed is surplus property.

Motion: A motion was made by Maggie Durand and seconded by Rebecca Myers to accept the letter. Vote: unanimous

Agenda Item: New Business

The Town of Ayer Master Plan: The Town of Ayer included several items in its 2014 Master Plan that no one on the current Board was aware of. There was a brief discussion on the historical documents, digitization, and collaborating with other agencies in town. Luke discussed it with Samantha Benoit, former Assistant Director, and will talk with Town Manager Robert Pontbriand about it.

1st Amendment Policies: Luke discussed how many different Library policies were related. The Meeting Room and Study Room policies need to be updated along with Collection development and Request for reconsideration, Programming, and Patron conduct. These will be in the first wave of policy updates. There was a discussion on public access to the meeting rooms. Right now, only Library sponsored and Library co-sponsored programs are occurring. Ideas that were discussed included organizations with fees and memberships, frequency of meetings, political and religious affiliations. Luke will work on a draft of these new policies.

Adjournment:

Motion: A motion was made by Cyndi Lavin and seconded by Becky Campaner to adjourn meeting at 7:55 pm. Vote: unanimous

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