

Ayer Library Board Open Session Meeting Minutes: May 11, 2023

6/27/23

Sharon Slarsky, president, presiding. Meeting called to order at 6:02pm
Trustees present: Sharon Slarsky – president, Becky Campaner - vice president & acting secretary, Susan Kennedy – treasurer, Maggie Durand, Debra Faust-Clancy, Rebecca Myers and Andrew Wilson
Trustees absent: Robert Gardner and Cyndi Lavin
Also present: Luke Kirkland – Library Director, Members of the Friends of the Ayer Library, Robert Pontbriand- Ayer Town Administrator, Brenda Richard, Chris Pataky and Meghan Geary

Agenda Item: Call to Order

Review and approval of agenda: No changes made

Motion: A motion was made by Maggie Durand and seconded by Becky Campaner to approve the meeting agenda as posted.

Motion passed: Unanimous

Approval of Meeting Minutes: No changes made

Motion: A motion was made by Maggie Durand and seconded by Debra Faust-Clancy to approve the minutes from April 13, 2023.

Motion passed: Unanimous

Announcements: New board member Andrew Wilson was introduced.

Public Comment: None

Agenda Item: Reports(attached)

Treasurer: Sue Kennedy reported that there has been no activity other than interest on the accounts.

Debra asked about opening a CD for better interest.

Sue had a conversation about better interest rates on a CD with Barbara Tierney

Motion: A motion was made by Becky Campaner and seconded by Debra Faust-Clancy to approve the Treasurer's report.

Motion passed: Unanimous

Invoice Report: Luke highlighted some items in the report- 1. Landscaping has begun. 2. Materials have been ordered. 3. Chuck patched up the crack in the ceiling of the meeting room. He will bring in a contractor to refine the patch.

Motion: A motion was made by Maggie Durand and seconded by Andres to approve the Invoice report.

Motion passed: Unanimous

Director's Report: Luke is working on a plan to fix the main floor circulation desk. The children's and teen room will be getting some updates. STAFF update Kieth has

left his position at the Library. Luke has given Sue more responsibilities. Marco started this week as the admin. support specialist. Luke will continue to fill vacant positions so the library is back to having a full staff. Luke has been making more connections to build community relations. Program numbers have continued to increase. Luke continues to work on the 1st amendment policies. Friends of the library have finalized a fundraising event on October 22, 2023. Sy Montgomery will come to the Bull Run and hopefully another author in September. The friends have worked on making the exterior beautiful by maintaining the front with seasonal arrangements, cleaning the raised beds and in the near future having urn planters in the front of the library.

Motion: A motion was made by Becky Campaner and seconded by Maggie Durand to approve the Director's report.

Motion passed: Unanimous

Strategic Plan Update: Highlighted tasks done and things still to be worked on.

Agenda Item: Old Business

MOU for Director's Review - Robert passed out the town of Ayer Performance Evaluation used for Department heads as a tool for the trustees to look over. Most important is for the director to have goals set for the year ahead. Robert believes Luke is doing a fine job. Robert is happy to weigh in on the annual review. A subcommittee was formed of board members including Rebecca, Sue and Andrew to make an evaluation tool to be used for Luke's annual evaluation.

MOU for Town/Library - Robert clarified roles and responsibilities of the library and the Town. The Library is not a town department making it a unique situation therefore the MOU was created. The MOU will be a trial for one year. Robert explained that the town will provide support and consultation only which has been going on already.

- Sue asked if Luke was good with the MOU. Luke is on board and mentioned most of what is in the MOU is already happening.
- Becky asked about specific wording in the last paragraph. There was discussion and correct wording was agreed upon. Robert will have the date and wording changed for the June meeting.

Motion: A motion was made by Becky Campaner and seconded by Maggie Durand to approve the MOU between the Ayer Library and the Town of Ayer Personnel and Operational Management Plan.

Motion passed: Unanimous

HVAC Transfer Update- An article for town meeting was created to replenish 35K that was used from an unrestricted Library trust account to pay for the emergency HVAC repair which the town agreed to pay the Library back when an article for transfer could be voted on at the spring town meeting. State law now says replenishing public funds is not allowed therefore the article had to be withdrawn. The Town and FinCom are committed to finding a way to pay back the Library.

- Debra asked if the account could be called something other than a trust fund in order for the transfer of money to go through. Robert is going to look into what kind of account the money can be transferred into.
- Sue asked if we could put the 35K in a new bank account.
- The transfer must be done by the end of September. Robert will come back to a Library meeting to give an update on the transfer.

Agenda Item: New Business

RISE Mobile Health Van presented by Jenna Montgomery-Jenna presented a powerpoint presentation giving the board a comprehensive explanation of the vans needs, services provided and the benefits to the community it can provide. Jenna is looking to see if the Library would let the van park in the Library parking lot on a Monday while the library is closed.

- Debra asked how often the van would use the parking lot. Jenna said the frequency of the use would be determined at a later time due to the needs of the community. The use is flexible. If the van being in the parking lot is not working for some reason the Library can change its mind at any time.
- Rebecca pointed out that there is nothing like this in our area. Luke stated that Shirley and Townsend have one of the highest rates of unintentional overdoses per capita in our area. This service is very much needed in this community.

Trustee Candidate Introductions - Meghan Geary, Brenda Richard and Chris Pataky(Maggie Durand's husband) each spoke about their interest in the Library and gave a little personal background.

- A question was raised if a husband and wife could serve on the same board. Robert said he would look into it.

Recruiting & Orienting Library Trustees - Sue presented guidelines for recruiting in the handbook. Sue will put the position description into a brochure for potential board members.

- Rebecca pointed out several helpful tips and information a new board member needs to know when they are on the board. She highlighted the email serve has new trustee training, include the MOU facts to become familiar with the library, access to the Library google drive, setting up a town email account.
- Sharon appointed Andrew and Rebecca to compile onboarding of trustee information to hand out to new board members.
- There was discussion on what board seats are up for election. Sharon will contact Susan Copland.

Adjournment:

Motion: A motion was made by Becky Campaner and seconded by Debra Faust-Clancy to adjourn at 7:31 pm.

Motion passed: Unanimous

Next Meeting: Thursday, June 7, 2021 at 6:00 pm

