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11/9/23

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

Sharon Slarsky, president, presiding. Meeting called to order at 6:05pm
Trustees present: Susan Kennedy – treasurer, Cyndi Lavin – secretary, Sharon Slarsky – president, Robert Gardner, Rebecca Myers, Andrew Wilson, Brenda Richard
Trustees absent: Becky Campaner – vice president, Maggie Durand
Also present: Luke Kirkland – Director, Laurie Sabol – Friends of the Ayer Library

Agenda Item: Call to Order

Review and approval of agenda: No changes

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

Approval of Meeting Minutes: No changes

Motion: A motion was made by Andrew Wilson and seconded by Bob Gardner to approve the meeting minutes from June 8, 2023. Vote: unanimous

Agenda Item: Public Comment

Laurie Sabol noted that five families showed up to use the Library on the Saturday before Juneteenth. The closure was perhaps not publicized well enough.

Laurie also reported that there will be 2 author talks at the Bull Run in Shirley this Fall: Emily Sweeney in September and Sy Montgomery in October.

Agenda Items: Reports

Treasurer's Report: Treasurer Sue Kennedy reported that the funds balance began at \$148,17.29, gained \$38.61 in interest, with the end of month balance being \$148,213.90.

Motion: A motion was made by Cyndi Lavin and seconded by Bob Gardner to approve the Treasurer's report. Vote: unanimous

Invoice Report: was discussed during the Director's Report, below.

Director's Report: Luke shared the highlights

The end of the fiscal year wrap up was in June. Staff contracts, evaluations, step increases, and the budget were all dealt with. Excess staff salary money due to staff shortages was used to pay for the HVAC. There was a little bit of spillover in the invoices at the end of the year, which was paid for out of State Aid.

Some new shelving, a Playstation, and a TV were purchased for the teen area.

The Library added a new database, called Canopy, a streaming service for libraries. It makes movies, Great Courses, and other programming available to Library patrons.

Some of the landscaping was updated, which the Friends of the Ayer Library contributed to by donations and volunteer hours.

Many of the museum passes were renewed.

There was a visit from pest control.

Caleb Brown was hired to fill the Librarian 1 spot. He is currently working upstairs.

The summer reading program is underway. The "Touch a Truck" program was especially popular.

Pride month went very well with no issues.

The MOU with the Town of Ayer is attached. It had been corrected and signed.

Motion: A motion was made by Bob Gardner and seconded by Andrew Wilson to approve the Invoice report and the Director's report. Vote: unanimous

Agenda Item: Strategic Plan Update

Luke printed out the plan again with color coding: green items are completed and yellow are in progress (attached). Luke's goals for evaluation will focus on items on the Strategic Plan.

Agenda Item: New Business

Director Evaluation Tool: Luke presented the goals that he would most like to work on in FY24 (attached). His work goals include 1st Amendment policies, personnel, and catching up on the Strategic Plan. His professional development goals include building an on-boarding guide for staff, taking a communications course, and possibly taking one other course, tbd.

The following schedule was set up for the evaluation:

September 14 – Luke's first year evaluation discussion

June 2024 – the new fiscal year will be the date for evaluation going forward

Motion: A motion was made by Cyndi Lavin and seconded by Brenda Richard to accept the goals that Luke has suggested . Vote: unanimous

Repairs: The rest of the HVAC system and the roof repairs are scheduled for this year

Next Meetings:

No August, September 14, October 12, November 9, December 14

Adjournment:

Motion: A motion was made by Cyndi Lavin and seconded by Bob Gardner to adjourn meeting at 7:03 pm. Vote: unanimous