

  
11/9/23

## **Ayer Library Board Open Session Meeting Minutes October 12th, 2023**

**Attendance:** Luke Kirkland (Library Director), Sharon Slarsky (Chair), Andrew Wilson (Vice Chair), Brenda Richards (Treasurer), Maggie Durand (Acting Clerk), Bob Gardner

**Absent:** Becky Campaner, Rebecca Meyers, Cyndi Lavin (Clerk), Sue Kennedy

### **Call to Order 6:21pm**

#### **Review and Approval of Agenda**

Motion to approve the agenda made by Andrew Wilson

Seconded by Maggie Durand

**Vote:** Approved Unanimously

#### **Approval of September 14th Meeting Minutes**

Motion to approve the September Minutes made by Andrew Wilson

Seconded by Maggie Durand

**Vote:** Approved Unanimously

#### **Announcements**

No announcements

### **Public Comment**

No public comment

### **Reports**

#### **Treasurer's Report**

Beginning balance of \$148,283.57

Added Interest of \$37.48

Total of \$148,321.05

Brenda is going to talk to the town clerk about transferring our two CD accounts to another CD with higher interest because our current interest rates are low.

Motion to approve the treasurer's report made by Bob Gardner

Seconded by Andrew Wilson

**Vote:** Approved Unanimously

#### **Directors Report**

Luke only gave us the highlights on the facilities updates

The Select Board approved \$75k towards a new boiler. The current boiler has been repaired and has a 16 week timeline

The roof is repaired

Capital Budget Requests are due by the end of October

For FY 2025 the library is requesting \$25k for HVAC and \$25k for sidewalk repair

Motion to approve the directors report made by Bob Gardner

Seconded by Brenda Richards

**Vote:** Approved Unanimously

## **Old Business**

### **Patron Conduct Policy Draft**

Discussion over Policy #8: *Intruding on other library patrons' privacy is forbidden. No campaigning, petitioning, or soliciting is permitted. Photos or recordings of any kind of other patrons are not permitted without their written permission*

Director has concerns about the language of this policy and how it can be feasibly enforced. Concerns that this policy may be too intrusive on other people's 21st amendment rights.

Trustees feel that it is appropriate to keep this policy in. Trustees and Director agreed to let the Town Council make the final decision.

### **Meeting Room Policy Draft**

Updates on Policy Draft:

Political gatherings can be permitted as long as there is not fundraising involved for a candidate or partisan party

Librarians can't determine if a gathering is for a religious purpose but the policy that states people can't rent the meeting room more than once a month will prevent a regular church gathering

The line about "harming the reputation of the library" will be removed because the discretion of the Library director is too subjective

### **Safe Youth Policy Draft**

Sharon asked if there is a set age for children to be attended at the libraries or if it's at the discretion of the library. Luke explained that it varies by library and he has chosen to set the age to 11

The trustees agreed with Luke's decision to require children under the age of 11 to be attended by an adult.

Motion to accept these drafts and send them to Town Council made by Andrew Wilson

Seconded by Bob Gardner

**Vote:** Approved Unanimously

## **New Business**

### **Sick Time Policy Draft**

Trustees had a question about a possible sick bank

Luke explained that he wanted to get a sick time policy updated before the upcoming flu season and that a sick bank was something he'd consider in the future but feels that for now the Ayer Library is too small of an organization to consider it.

There is an added Epidemic/Pandemic Allowance that employees may use once a year in the event they catch a virus that is under the umbrella of these terms such as COVID-19

Luke would like to retroactively apply this so that employees who have had to stay home sick can collect sick pay for this required quarantine period.

Motion to accept the updated sick time policy with retroactive epidemic/pandemic pay made by Bob Gardner

Seconded by Brenda Richards

**Vote:** Approved Unanimously

### **Adjournment 7:21**

Motion made by Bob Gardner

Seconded by Brenda Richards

**Vote:** Approved Unanimously

### **Next Meeting**

Thursday, November 9th 6pm

Thursday, December 14th 6pm