



Ayer Library Board Open Session Meeting Minutes: August 18, 2021

Sharon Slarsky, President, presiding. Meeting called to order at 6:08 pm
Trustees present: Becky Campaner, Debra Faust-Clancy, (taking minutes for this meeting, in Cyndi's absence) Robert Gardner, Susan Kennedy, Treasurer, Rebecca Meyers

Trustees Absent: Maggie Durand, Cyndi Lavin, Secretary

Library Staff: Tim Silva, Director, Samantha Benoit, Asst. Director

Public: None

Agenda Item: Review and approval of Agenda. No changes made.

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

Motion passed by voice vote: Unanimous

Announcements: None

Public Comment: None

Approval of Meeting Minutes: One change made. Becky Campaner requested the date on the top of the minutes be changed from June 24 to July 15.

Motion was made by Becky Campaner and seconded by Bob Gardner to approve meeting minutes with date change.

Motion passed by voice vote: Unanimous

Agenda Item: Discussion & Vote – By-Law change to allow more flexibility in scheduling regular monthly meetings.

Director Tim Silva handed out the first page of the By-Laws of the Ayer Library, entitled Article 1: Meetings. The group had a lively discussion as to how best to change the bylaw to ensure we have flexibility as to the number of meetings per year as well as when they can be scheduled. The following language shall be incorporated into Article 1: Meetings. *“Stated meetings shall be held at least quarterly unless the trustees shall otherwise, from time to time, determine, and a special meeting whenever two trustees shall request of the president or secretary in writing, which shall briefly state the purpose for which such meeting is desired.”*

Tim Silva will discover what needs to be done to get our new by-law recorded and let the board know what that entails.

Motion: A motion was made by Sue Kennedy to accept language and vote on new bylaw, and Bob Gardner seconded.

Voice Vote & Motion passed unanimously.

Agenda Item: Discussion – Recruitment of new candidate for Board Vacancy

Rebecca Myers stated that the Ayer Community Facebook Page listing requesting new candidates for Library Trustees was the impetus she had needed to join us. It was agreed that Debra Faust-Clancy will once again put the listing back onto the Ayer Community Facebook Page and Tim Silva will also put a listing on the Ayer Library Page. Tim Silva reminded us that it is Ayer Residents only.

Agenda Item: Reports (attached)

Treasurer: Sue Kennedy reported there was no activity other than interest on the accounts. Sue mentioned that she had received a check request, but because of its ambiguity, no check had been cut. She will report back on this next meeting.

Motion: Becky Campaner made a motion to accept Treasurer's report as written and Bob Gardner seconded.

Motion passed by voice vote: Unanimous

Director's Report

Covid operations update: Not many changes since last month. Outdoor shed still in use, patrons asked to wear masks on entry, no story time for children as yet.

Friends Money Update: Director Tim Silva walked us through the FY21 Friends Money handout (attached). Tim explained that all monies that come into the library go directly to the Friends. Discussion on whether or not to continue to waive future fees. A proposal will need to come in front of the Board to change that policy.

Town of Ayer FY2021 End of Year Report – Operating Budget: Two items were noted as being over what had been allocated: Library Supplies and Capital Outlay, a total of \$2,096.80 and \$374.45 respectively. Tim Silva said that we had overspent on crafts, the other on special projects. Out of the \$615,544.00 allocated to the library in the town's budget, the amount of \$595,156.13 was spent. The amount of \$20,387.87 (not spent) is returned to the town as "free cash".

Tim handed out the Town of Ayer Invoice List by GL Account. This consisted of three separate reports of invoices paid in Warrant 21-25, 21-26, and 21-27 dated June 30, 2021 (the end of our fiscal year.) More reports followed for invoices paid in Warrant 22-01, (July 19, 2021), Warrant 22-02 (August 2, 2021) and Warrant 22-03 (August 16, 2021).

Ceiling Repair Update: No progress has been made on this issue. Neither Carly at Town Hall nor Chuck Shultz has heard from the insurance company yet. Chuck Shultz will follow up and report to Tim the outcome of his most recent attempt to get them to announce the amount of costs they will/will not cover. Bob Gardner thought some pressure should be put on our insurance company to get a response/determination from them, so proposals can begin to be collected on the repairs. In addition, he thought that the liability issue of possible injury to patrons should be highlighted, so that we can expedite a response from them. Sue Kennedy is skeptical that insurance will cover anything on roof collapse as it may be construed as 'normal wear and tear'. Barbara Cheeks is unable to have adult programming in that room and there is no other usable area in the library.

Tim stated that there had been a roof leak in the newer part of the library, and that roof patching will be done. The entire roof will need to be rebuilt and that is slated for FY2024. Much discussion on doing a new roof and moving proposals to 2024 may not be soon enough, since leaks have been intermittent for last couple of years. Worry over rotting roof, sheetrock and possible mold were discussed.

Tim stated that the entrance to the library was paved this past Friday (without prior notice by them.) Byron Beauregard of MASSDOT was alerted to the fact that the walkway leading to the Main Street entrance where it meets the new sidewalk has an elevation differential of about five (5) inches, by Tim. They are 'working on a solution.'

Library staff met and decided to put Story Time on hold because of Covid variant uptick among children. All adult programs will not be held because of unstable ceiling and possible problems if more of the ceiling should come down.

High-tech Air purifiers with sanitizing UV rays may be purchased by Chuck Shulz for the Police Station and the Library. Ideally, these purifiers would be installed along with the HVAC system but are extremely difficult to retrofit into an existing system, but this is the best that can be done to eliminate particulate, bacteria, and viruses from the air.

A piece of furniture (to be used as a seed catalogue) has arrived in the library from Sheila Carmen. Tim has floated the idea of having a written agreement between the Library and the Community Garden folks as to what exactly will happen with this seed catalogue, as the Library Board does not want the library staff to manage how and when people will be able to access these seeds, or to spend time to answer the many questions that are bound to occur. Some signage to that effect may be necessary.

Strategic Plan Update: The final two handouts from Tim were several pages of the finalized Goals and Tactics to meet Objectives. The first two pages are what we intend to put into our Final Strategic Plan, as well as Goals 1 through 4. He will send these out to us at the beginning of September so we will have time to digest prior to the September meeting where we will be required to vote on these. Becky Campaner reminded us that this must go out October 1 to meet the deadline. Our consultant, Barbara's contract ends when this is complete. She does not do the 'action plan', this is the library's responsibility. Becky Campaner wants the goals to be "brief and broad". Rebecca Myers stated that she works on strategic plans at her job and thought these worked.

Motion: A motion was made by Bob Gardner to approve Director's Report and was seconded by Becky Campaner.

Motion passed by voice vote: Unanimous

Agenda Item: Director's Contract

Debra Faust-Clancy stated that the contract was in flux. Both Tim and Debra will work on contract language extracted from Town Hall contracts currently online. Tim will submit verbiage to Debra and Bob Gardner for review and discussion.

New Business:

Sharon Slarsky made the Announcement of 'The Heart of the Hometown Festival' – Slated for Saturday, October 2. It is being headed by Alan Manoian, and Samantha Benoit is a member of their committee. It will be held on Newton Street (behind Town Hall and Main Street Bank). Alan Manoian posts a weekly video on what is to be expected at this festival on the Town of Ayer's Facebook Page. There is expected to be: a book sale, crafts sale, live music, visual arts, artisans, and "A Taste of Ayer".

Dates of meetings for the next three months are: Thursday Sept. 16, Wednesday Oct. 13, and Thursday Nov.18.

Adjournment:

Motion: A motion was made by Becky Campaner and seconded by Bob Gardner to adjourn at 6:51 pm.

Motion passed by voice vote: Unanimous

