

Ayer Library Board Open Session Meeting Minutes: November 10, 2022

Sharon Slarsky
3/7/23

Sharon Slarsky, president, presiding. Meeting called to order at 6:02pm
Trustees present: Becky Campaner – vice president, Debra Faust-Clancy, Cyndi Lavin – secretary, Deb Pedrazzi, Sharon Slarsky – president
Trustees absent: Maggie Durrand, Robert Gardner, Susan Kennedy – treasurer, Rebecca Myers
Also present: Luke Kirkland – Director, Laurie Sabol – Friends of the Ayer Library

Agenda Item: Call to Order

Review and approval of agenda: No changes made

Motion: A motion was made by Becky Campaner and seconded by Debra Faust-Clancy to accept the agenda as written. Vote: unanimous

Approval of Meeting Minutes: No changes made

Motion: A motion was made by Becky Campaner and seconded by Deb Pedrazzi to approve the meeting minutes from September 8, 2022. Vote: unanimous

Announcements: Director Luke Kirkland is back from parental leave.

Agenda Items: Reports

Treasurer's Report: Treasurer Sue Kennedy was absent, so no Treasurer's Report was reviewed and approved.

Invoice Report: attached

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

Director's Report: Barbara Cheeks did the September report as Acting Director while Luke Kirkland was on leave. Luke did the October report (attached). Chuck Shultz, Ayer Facilities Director, has been consulted about the automatic doors to the Children's Room. He will be taking care of repairs. Chuck also wrote the Capital Budget request for the Library HVAC system for Town Meeting 2023.

Luke is going to try to revive the Instagram account for the Library.

Deb Pedrazzi mentioned Libby, and how helpful it is to visually impaired people.

The Friends of the Library have bought new museum passes. They have had their election of new officers. Laurie Sabol reported that the fundraiser at the Ayer Folk and Arts Festival was very successful, raising \$450.

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

Agenda Item: New Business

Sharon worked extremely hard to collect all ideas and create review forms for the Director's 3 and 6 month reviews and for the annual review. The 3 month review will be done in January, and the 6 month review will be in April. Sharon will be looking

for a volunteer to collect and collate all of the information collected. There were a short discussion and a few changes made to the language of the review forms.

Motion: A motion was made by Cyndi Lavin and seconded by Becky Campaner to approve the amended 3 and 6 month review form. Vote: unanimous

Motion: A motion was made by Debra Faust-Clancy and seconded by Cyndi Lavin to approve the annual review form. Vote: unanimous

Meeting dates were set for the second Thursday of each month for the remainder of the fiscal year.

Budget requests were discussed (attached chart):

The Library roof repairs will be a capital budget request in FY24. The hope is to buy 5 to 7 more years before the roof must be replaced completely. Sharon requested that Luke ask Chuck Shultz to come to one of our meetings to discuss the roof and to update the Trustees on the HVAC system. Chuck was praised for his handling of the HVAC repairs. Funding requests are to attempt to stay ahead of repairs that will be needed.

Several parts of the Strategic Plan were discussed: The interior redesign was bumped to FY26 by Tim Silva before his departure as Director. The exterior landscaping budget is on the chart for FY25, and the dollar amount is just a placeholder at this point. Luke was requested to look and see what plans had already been made, especially concerning the interior, and what quotes had already been obtained, if any. Other aspects of the Strategic Plan were reported, including the Library going fine-free and networking the entire building. The CWMars system as a whole has decided to go fine-free, and the Friends of the Ayer Library, who benefitted from the revenue the most, are solidly on-board with the decision.

It was requested that Luke include Strategic Plan updates in each month's Director's Report.

The Friends of the Ayer Library would like to have a joint meeting with the Trustees. It was decided that either February 9 or March 9 would be best. Laurie Sabol will check with the Friends about it. Barbara Cheeks, Head of Adult Services, is on the "Spending Committee" of the Friends, so that she can keep them apprised of any wish-list items the Library has that the Friends might sponsor.

Motion: A motion was made by Becky Campaner and seconded by Cyndi Lavin to approve the Strategic Plan reports. Vote: unanimous

Agenda Item: Personnel Updates

There are 5 policies which must be added to the Personnel Policy documents. These are all considered gross violations that would result in immediate termination. They are also policies that new hires must sign off on at the Town Hall when hired. Luke will make sure they are added to the Personnel Policy documents at the Library immediately.

Next Meeting:

December 8, 2022 at 6:00pm

Adjournment:

Motion: A motion was made by Becky Campaner and seconded by Debra Faust-Clancy to adjourn meeting at 7:35pm. Vote: unanimous

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