

Sharon Slarsky
3/7/23

Ayer Library Board Open Meeting Minutes: September 8th, 2022

Sharon Slarsky, president, presiding.

Meeting called to order at 6:00pm

- **Trustees Present:** Sharon Slarsky, Maggie Durand, Bob Gardner, Susan Kennedy, Debra Faust-Clancy, Rebecca Myers
- **Trustees Absent:** Cyndi Lavin, Becky Campaner, Deb Pedrazzi
- **Also Present:** Barbara Cheeks
- **Also Absent:** Luke Kirkland

Call to Order

- **Approval of September Agenda**
Motion made to approve the agenda by Bob, seconded by Debra.
Motion was approved unanimously.
- **Approval of Minutes of August 11th, 2022 meeting**
Motion made to approve the August minutes by Bob, seconded by Susan
Motion was approved unanimously
- **Announcements**
Luke Kirkland's baby was born! The family is home and healthy

Reports

- **Treasurer's Report**
The total of the accounts started at \$182,872.04. There was \$23.40 interest accrued. The accounts now have \$182,895.44 total.

Motion made to approve the treasurer's report made by Bob, seconded by Deb
Motion was approved unanimously.
- **Invoice Report**
Susan Kennedy asked about the "hotspot" payments. Babara explained that the library has 7 hotspots in total for equitable internet access for patrons.
Barbara reports that her and Luke have been reviewing the invoices and getting comfortable using MUNIS and have received formal training. They submitted their first payment without issue.

Motion made by Bob to accept the invoice report, seconded by Susan.
Motion was approved unanimously
- **Director's Report**
Luke put together a comprehensive report of everything he was able to accomplish before his parental leave started.

Summer reading stats are available. There were 188 participants and 2,030 books read in total.

Thursdays had the highest number of program participants all summer long
The Murder Mystery packet was a huge success

Old Business

Library HVAC repairs up-dates

The reading room ceiling is repaired but the smoke detectors are not installed yet.

HVAC installation has been delayed until September 19th. Chuck Shultz has printed out the HVAC phases for our information.

(Return) Directors Report

The Aldrich Astronomical Society telescope has been delivered to the library. Luke, Barbara, Keith, and Becca have been trained on how to use it. It is currently not being used for programming because the user policy of the telescope has not yet been made/approved.

Barbara's transition to interim director has been smooth. She is currently keeping up the work of three people while Luke is on parental leave. The board formally recognized and thanked Barbara for her service to the library.

Debra suggested asking Samantha Benoit and Luke to come to the Library to show Luke and Barbara some of the systems and routines around the administrative side of the library. Barbara confirmed that she has been in contact with both parties whenever she has a question.

A motion was made by Bob to approve the director's report/ old business, seconded by Debra
Motion was approved unanimously.

New Business

- **Community Bulletin Board Policy**

There are two community bulletin boards, one in the shed outside and one in the entrance to the library. Barbara took the lead on writing the policy of the boards as per the strategic plan.

Policy states that the bulletin board will be available for non-profit events and announcements, space permitting. It is not for profit, politics, or petitions. Advertisements and announcements for library programming will take priority.

A motion to accept the policy was made by Bob, seconded by Susan
Motion was approved unanimously

- **2023-2027 Strategic Plan**

Sharon feels that Luke should be present during a conversation about the strategic plan.

The board decided to look at the Action Plan for Fiscal Year 2023. Barbara Cheeks felt comfortable talking about the sections of the strategic plan she was directly in charge of. We looked at Objective 4.2 Section B

- The Library is trying to re-establish a relationship with the Council of Aging.
- The Library is trying to establish a relationship with the Federal Corrections Hospital and Shirley MCI.
- Books of Wheels is hesitant to start up but the Library has reached out.

The Board discussed when we would be able to discuss the strategic plan with Luke. It was agreed that January/February would be ideal because Luke is due back to the library just before Thanksgiving.

Luke is regularly checking in by phone but the board and the library agreed that we should respect the barriers of parental leave while Luke is taking the time.

The Board decided to keep the 2023-2027 Strategic Plan on the agendas for October, November, and December as a deliverable for the January and February meetings. The Board will only be focusing on quarters 1, 2, and 3 of 2023

Public Comment

No public comment

Adjournment

Rebecca made the motion to adjourn, Bob seconded it.
Motion was passed unanimously.
Meeting adjourned at 7:07pm

Next Board Meeting: October 13th

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