

**Ayer Library Board Open Session Meeting Minutes: December 8, 2022**

*Sharon Slarsky*  
3/7/23

Sharon Slarsky, president, presiding. Meeting called to order at 6:00pm  
Trustees present: Debra Faust-Clancy, Maggie Durand, Robert Gardner, Susan Kennedy – treasurer, Cyndi Lavin – secretary, Deb Pedrazzi, Sharon Slarsky – president, Rebecca Myers by phone  
Trustees absent: Becky Campaner – vice president  
Also present: Luke Kirkland – Director, Carol Horgan – Friends of the Ayer Library, Amy Leonard – Head of Youth Services, Chuck Shultz – Facilities Director

**Agenda Item: Call to Order**

**Review and approval of agenda:** No changes made

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

**Approval of Meeting Minutes:** No changes made

**Motion:** A motion was made by Debra Faust-Clancy and seconded by Deb Pedrazzi to approve the meeting minutes from November 11, 2022. Vote: 7-0-1, Bob Gardner abstaining

**Announcements:** Chuck Shultz will be giving an update on the building repairs.

**Agenda Items: Reports**

**Treasurer's Report:** Treasurer Sue Kennedy reported that the funds balance began at \$182,895.44, gained \$74.76 in interest, and that \$35,000 was withdrawn from CD Fund #1 to pay for the heating system. The end of month balance was \$147,970.20

**Motion:** A motion was made by Debra Faust-Clancy and seconded by Bob Gardner to approve the Treasurer's report. Vote: unanimous

**Invoice Report:** Sharon Slarsky inquired about the 424.38% increase in the utilities payment. Luke Kirkland explained that the categories had changed.

**Motion:** A motion was made by Debra Faust-Clancy and seconded by Deb Pedrazzi to approve the Invoice report. Vote: unanimous

**Report by Facilities Director, Chuck Shultz**

**Motion:** A motion was made by Cyndi Lavin and seconded by Bob Gardner to move Chuck's slot forward on the agenda. Vote: unanimous

Chuck reported first on the HVAC system. He explained that the outside dampers had gotten stuck open, which caused freezing, leaks, and damage. He explained how it happened, how it was fixed, and what it cost (packet attached). Heaters, valves, and actuators were fixed as needed in the Director's office, the cafeteria, the reading room, the Teen room, and the Children's office.

There will be a capital request made for the next \$25K for the next set of repairs needed.

**Motion:** A motion was made by Deb Pedrazzi and seconded by Bob Gardner to

accept the report. Vote: unanimous

Chuck further reported on the roof and the wiring. Leaks began in the roof 18 months ago. \$6K has been spent on patches. A full audit was done on the roof, and Chuck has warned the Capital Committee that the request will be coming within 10 years to replace the roof. There was a short discussion on metal roofs, which would cost around \$400K.

The Town is looking to connect all Town buildings through its phone system. Chuck explained that \$25K will be spent to add CAD6 connections to the existing desks and to new locations throughout the library. Service providers will be discussed later.

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

**Director's Report:** Luke's report also covers the facilities, just discussed, including the downstairs autodoors. The still need to be fixed.

Barbara Cheeks is working on the MLS Basic Library Techniques course.

The Library is still moving towards going completely fine-free.

Luke is working towards weekly all-staff meetings.

The Children's programs have been well-attended, including YA programs, and the Adult programs have returned now that the reading room is once more available.

They are working to increase the Instagram reach.

Luke explained about how expense categories were shifted to maintain the Library's current level of State Aid. Adding 2 hours to the open hours would drop the requirement from 19% of budget spent on materials to 16%.

The initial FY24 budget is due by December 30 to the Town Manager.

The Friends of the Ayer Library are very interested in sponsoring another popular author to come and speak.

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

### **Agenda Item: Old Business**

Strategic Plan: Luke has structured it as an action plan, in chronological order. He went over the FY23 goals and objectives and explained how they were progressing (attached).

Friends of the Ayer Library meet and greet: It will be scheduled for Saturday January 21, 2023 from 11-1pm, with a snow date of January 28.

The Trustees will set an agenda item for meeting with the Friends of the Ayer Library at the March 9, 2023 meeting.

Sharon requested volunteers to collect and collate Director evaluations. Deb Pedrazzi

and Rebecca Myers will work on it together.

**Agenda Item: New Business**

Length of Trustee service is suggested to be no longer than 10 years.

State Aid update is in the Director's report.

Draft of Compensation Policy: When new positions are created, they need to be placed on the grade and step grid. Luke provided an initial draft of a policy, which will be discussed more and voted on next month, giving everyone a chance to look it over. Rebecca suggested that staff be able to see the job description of the position above them on the grid, in order to see what they would need to begin to get experience in.

Draft of Communications Protocol: Discussion on the need for a contained flow of information between staff, director, and trustees. This also will be discussed further next month and voted on.

Director's Plan: Luke discussed just the highlights of his plan for more hours, programs, personnel, and staff promotions within the current budget. There was a brief discussion on what new hires would help the most.

**Next Meeting:**

January 12, 2023 at 6:00pm

**Adjournment:**

**Motion:** A motion was made by Bob Gardner and seconded by Debra Faust-Clancy to adjourn meeting at 8:10 pm. Vote: unanimous

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TOWN CLERK

*Scopeland*