

Minutes of the Pierson Library Board of Trustees held September 21, 2023

Call to order: 7:01PM

Present: Alice Brown, Holly Brough, Charlotte Albers, Kristin Kelly Jangraw, Lisa Merrill, Becky Jewett, Julia Shrier, Lily O'Brien; Director Michael Hibben

Approval of tonight's Agenda: Motion by Alice ; Second by Char. Approved 7:02PM

Approval of Minutes from August 2023: Motion by Alice ; Second by Char. Approved 7:02PM

Treasurer's Report: Will align with fiscal year now, using fiscal weeks and months instead of calendar. Will get category report at end of each quarter.

Good news—we're in good shape!

Consider putting money in CD—holding the decision on this while we still may have big expenses.

Library Director Update: Refer to extensively detailed report sent to Board earlier this week. Will be creating a clear document showing data for noting trends year-to-year as re circulation, programming, door counts.

Will create a budget tracker. We're off a little bit this year due to change in leadership through the summer. Door counts up, circulation down a little bit.

Redo our "merchandising", displaying our great books and highlighting diverse authors, etc.

We will be hiring a new full-time program director. This will be posted very soon.

Fascia-wood trim update: Have a cost estimate. Can we wait until next fiscal year when the Town will cover the expense from Capital Improvements?

Motion to defer the repair until next fiscal year by Becky, second by Kristin, Approved 7:26 PM

ARPA Funds to be used for the continuing HVAC problems. Some funds have been used for flood-related repair from last spring. Can we use some of the remaining funds to do a detailed analysis on the HVAC eternal problems? Yes.

Door count sensor migration: Our sensor isn't too accurate nor very smart. Should we upgrade? Purchase sensors for Town Hall, front door, and back door. Get time that visitors are arriving and when Program attendees are arriving etc. Mike and Lisa will look into more info on different products and present at October meeting.

Website analytics do not seem to be working, so we don't have any info on how many are visiting our webpage. Can we enable Google analytics to get this up and running?

Trainings—Respect in the Workplace (Harrassment and Discrimination), DEI, etc. Three staff have gotten recent CPR and AED and Narcan trainings.

Staffing: Mike has been listening a lot and has been observing how we staff the Library.

Library hours: Current hours are not patron-friendly. Add Monday mornings? Have more than only Tuesday evening open? Open earlier, close later Mon - Thu? Keep Sunday hours? Need to get more input from the community. Propose having Pierson open 56 hours/week, up from 43 hours now. This would require more staffing, obviously.

Job descriptions: Need to look at our organizational chart. We need to refresh and update each position's duties and descriptions.

Need to post on Monday for what was Program Director. We might need to have some of these duties taken by another staff member, as it is too much for a single person to do all of the programming. Suggest having Children's Librarian do the children's programming; new position will be for Adult Programming and Engagement Specialist, so the language from the old position will be altered for this new position. Post in many different places.

Town budget: Working with Lisa and Becky on 24/25 budget, which is needed by November 2023. Need line for capital items (like roofing, flooring in Town Hall, etc.), HVAC, as discussed, etc. Carpet cleaning, window washing need to be in this next budget.

Consider accepting Martin Luther King sculpture from Chris Sharp.

Motion to decline the offer of ths sculpture by Kristin, second by Becky. Approved 8:26.

Finding a new Trustee: We had a number of great applicants. We will plan on interviewing each of them, probably 15" each. Tuesday October 3, 6 PM to start the interviewing.

#### Library Trustee Projects/Ideas

Gardens – landscaping crew that did original work here will mulch whole campus around Town Center and bring & plant a shad bush (service berry) tree for the patio area. \$1635 cost.

Motion to approve this expenditure by Becky, second by Holly. Approved 8:48.

Friends Book Sale October 27th – 29th. Friends ask volunteers to help at sale and to bake pies for the sale.

Discussion on loss of audiobook collection. How to move forward for patrons interested in accessing CDs.

More money needed for programs! WAY underfunded, especially since we knwo how important programming is for our strategic plan. Can we allocate \$10K for this? Some \$ for experts in a field, some \$ for supplies during a program. Need more in our budget moving forward, but if

can't ask for all of that now, can Trustees pay some of this expense. Motion to allocate \$10K right now for programming by Becky, second by Alice. Approved 9:14 PM.

Printers desperately needed here! Need something better than home printers currently in use. Should we get on a lease program, like Town Office or Parks & Rec. use. Patrons pay 10 cents for b & w, 50 cents for color. Motion to give up to \$3000 to start a lease program (one year) for two printers by Alice, second by Char. Approved 9:09 PM.

Next meeting scheduled for Thursday October 26, 6:00 PM

Motion to adjourn by Alice, second by Becky. Approved 9:16PM