



Board of Library Trustees
January 10, 2023 at 7:30 PM

The regular meeting of the Board of Trustees was called to order at 7:35pm by Vice Chair Carol Hoffman. Present were: Trustees Peter T. Bowman, Paul J. Fahey, Carol B. Hoffman, Nancy F. Kukura, Cathryn M. Mercier, Mark S. Robinson, Assistant Director Diane Wall and Director Linda C.W. Gardener.

Carol Hoffman, along with the other Trustees, welcomed Peter Bowman to the Board.

City warrants and trustee invoices were approved for payment. The minutes from the November 29, 2022 meeting were approved, as moved by Nancy Kukura and seconded by Paul Fahey.

A holiday card from UBS Financial and a letter from Eastern Bank regarding a Rose Florence Belzarine Foundation donation (\$4,500) to the library were received into correspondence.

Director/Assistant Director's Report:

Budget – The FY2023 budget is just past the half-way point in the year. Spending is proceeding without surprises.

Trust Funds – The Trustees were given the second quarter fund summary for review, along with a brief overview of existing trust funds, detailing expendable and non-expendable funds. Trust fund spending to date is \$17,729.43; it has not yet exceeded the funds that were remaining from FY2022. Dick Carlson of UBS has not attended a meeting since 2019. He will be invited to the March 2023 meeting, to provide a financial overview of the trustee investments.

Building – A newer employee with DPW has roofing experience, and has successfully



patched the Beebe roof leaks. Another leak, coming into the janitor's closet through a drain pipe, is expected to be fixed soon. Some of the classroom windows have leaks that cannot be repaired, but they are not causing any material damage.

Programs – The December Mitten Tree, Food for Friends and Diaper Drives were all successful community-oriented service programs, benefiting local families. Children's programming is expanding, with the use of the Milano Center for 3 monthly book groups for school aged children. An after-hours event will be held in January for teens and tweens. Multi-library partnerships have become readily available for adult virtual programming, including 50+ career/job search advice and a European art history series. The Massachusetts Center for the Book has developed a 12 month achievable (and fun!) reading challenge, available to all Massachusetts libraries.

Staff Development – The library collective bargaining agreement ends in June 2023; negotiation is expected to commence soon. Should Trustee approval be required, the Trustee chair will be consulted on the relevant issues. The Trustees learned that the library union is with A.F.S.C.M.E. The City's Health and Human Services staff will provide mental health first aid training for full time library staff in two half day sessions on February 15 and 22. The aim of these workshops is to equip the community with the skills to better understand and support individuals experiencing emotional distress.

Friends – The Friends have met and exceeded their \$100,000 match goal. There is a possibility that they may be able to increase the match with additional funds.

Renovation Report – The contractors continue their work with asbestos abatement at the library, which is necessary prior to demolition. The official groundbreaking ceremony is scheduled for Wednesday, January 11. The Trustees are all welcome and encouraged to attend. Demolition is expected to begin within the next few weeks.



The **FY2024 draft budget** was provided to the Trustees prior to the meeting. Due to the union contract negotiation, the salary and wage budget is understood to be a “placeholder” that will be adjusted once the negotiation is complete. There were no questions regarding the budget. Updates will be provided as the process continues.

Trustee Officers – After general discussion, a slate was developed for new officers. Paul Fahey moved to approve the slate, seconded by Nancy Kukura. The slate was approved, and is as follows: Carol Hoffman, Chair; Paul Fahey, Vice Chair; Mark Robinson, Treasurer; Peter Bowman, Clerk. Linda and Carol will work together to ensure that all necessary bank paperwork is completed. The Chair, Vice Chair and Treasurer will be signers on the accounts.

Nicholls Trust Fund CD – The Trustees discussed the Nicholls Trust Fund, currently held in a CD at Eastern Bank, which will mature on February 11, 2023. It was decided to consult with Dick Carlson at UBS, and take the funds out of the CD upon maturity and move them to UBS with the bulk of the trustees’ funds. The trustees asked about the remaining account at Eastern, which holds the funds for the Sarah E. Odlin fund. This fund has problematic restrictions – the Trustees asked that Linda locate the will and forward it to the Board for review.

Meeting Schedule – The meeting schedule was set for the next year, changes to be made if necessary. The meetings will be March 7, 2023 [changed to March 14], May 2, 2023, September 12, 2023, November 14, 2023 and January 9, 2024.

Other business – Director Gardener reported that in reviewing minutes from meetings at the beginning of Mr. Waystack’s tenure, it was discovered that the Trustees had approved bylaws, which are now outdated. She will provide copies to the Board for review.



Nancy Kukura expressed concern for the staff, and appreciation for all that they have done, and their positive "can do" approach to the interim space. The Trustees discussed options for showing appreciation; Nancy will arrange a breakfast. Paul suggested February 14. The Trustees approved a breakfast not to exceed \$500.00

The meeting was adjourned at 8:45pm.

The next meeting is scheduled for Tuesday, March 7, 2023 [changed to March 14].

Respectfully submitted,

Peter T. Bowman, Clerk

Approved April 4, 2023