

Chilmark Free Public Library - Board of Trustees meeting minutes
Wednesday, July 12, 2023 4 pm, at Chilmark Library meeting room

Present: Jane Kaplan (chair), Ebba Hierta, Candy Shweder, Kaila Allen-Posin, Andrew Dubno, Selectwoman Marie Larsen, Sheila Muldaur

- Meeting called to order at 3:58
 - Minutes
 - A motion was made, seconded and unanimously approved to accept the minutes of 6/21/23
 - Communications
 - Town resident Dardanella Slavin
 - Mrs. Slavin, represented by Sheila Muldaur, asked the Board and the Library Director why Chilmark is the only town library that is not participating in the Free Community Lunch program sponsored by Island Grown Initiative (IGI). Library Director explained that she communicated with Sadie Dix, of IGI, in the winter of 2022 regarding the program, and was told that the library does not have sufficient refrigeration for the IGI program so that there was no possibility that the library could participate this year.
- Selectwoman Marie Larson shared that Chilmark BOH does require refrigeration, unlike the Aquinnah Library. She also shared that if space and refrigeration can be made available, IGI is solely responsible to set up and clean up each day, so that no participation by the staff would be required. The board discussed options for available space. The back entrance space, adjacent to the small meeting room, was offered as a possibility. Trustees raised the idea of purchasing a cooler at the very least, and recognized the need for food access in this community. This food would be accessible to the public regardless of town residency. Trustee Kaila Allen-Posin offered to find out from IGI more about year-round programming, and how the library can be involved, perhaps before summer 2024.

- Town resident Sheila Muldaur raised another question regarding a Chilmark School student who uses the West Tisbury Library meeting rooms for tutoring purposes because they were not able to secure a regular meeting space in the Chilmark Library. Trustee Chair referenced a Chilmark Library policy that does not allow for commercial use of the library space, and can therefore not regularly reserve a space for a private tutor. She also stated the family was offered an alternative space in the library for tutoring, albeit not in the private small meeting room, and that offer was declined. Library Director iterated that the Chilmark Library has but one private meeting room, and must meet the needs of both year-round residents and summer visitors alike. The Large Library Meeting room is available, but it is open to the public. Muldaur offered the idea of folding screens to create privacy, which could be an option in the future. Selectwoman Larsen and Mrs. Muldaur mentioned that paintings that are displayed in the meeting room have prices listed and argued that this is an example of commercial use of the library space, which goes against the aforementioned policy. The Library Director pointed out that no sales

occur in the library, that library staff are not involved in any sales, and that the artist name and contact information are provided. Trustee Chair proposed that we address the issue of whether prices should be allowed to be displayed at the next meeting.

- Selectwoman Marie Larsen

- Selectwoman Marie Larsen stated that on July 3rd the Library was closed, and the library website labeled it as a holiday. July 3rd is not a holiday, and as such there were questions raised in Town Hall regarding the closure. The Board had decided that because of staffing shortages, Summer Mondays could not ~~start~~ resume until the following Monday, July 10th. No staff was paid for July 3 and the website showed July 3 as a holiday merely to let patrons know we would be closed. In the future, the library website will not name July 3rd a holiday.

- Chairman's report

- Jim Malkin sent an email regarding people defecating in the woods surrounding the CCC and school, primarily during the school year. Once school is closed at 3 pm there is a lack of open public bathrooms in Chilmark Town center. The Trustee Chair was asked to attend a meeting along with Jim Malkin and Linda Coutino to come up with a recommendation for the Select Board regarding bathroom facilities. Trustee board members

discussed options in advance of the proposed meeting, including keeping the front of the library open between 3 and 6 throughout the week, but custodial schedules do not allow for this. Board members also discussed the option to bring in a porta-potty, or open the bathrooms at the CCC. This issue will be further discussed with the town selectpeople.

- A question was raised about the Library staying open until 7 pm on Wednesdays as it was before the pandemic. Library Director explained that it was very lightly attended, and not worth the staffing. Evening programs are challenging to find attendance and meet needs. Library Director suggested considering other options for increasing library hours.

- Director's report

- Programs continue to be well attended.

- Financial report

- Due to a shift in bookkeeping, the financial report is now monthly and was not available

for this meeting.

- Old business

- Vote on the Director's request to have salary elevated to a standard 40-hour week.

- Board members raised questions around the timing of the salary adjustment.

The procedure to adjust an hourly compensation in a salary is complex and must follow protocol. Library Director explained how things have piled up quickly this year, including the maintenance of the building, the Clams

system, the accounting system, and the technological system. Library Director stated she will triage to delegate and manage the ongoing issues, while moving forward through the process to request an adjustment. The Board agreed to invite the facilities manager to a meeting in the fall to address building needs at the library and help relieve the workload of the Library Director.

- Update on HVAC problems

- One month in, Brennan and Co. responded that the missing part is on its way from Japan and hopefully by July 19 will be in and working. The system currently needs to be maintained by going into the basement and rebooting the system frequently, by turning it off and on again. The cost is still uncertain, but there is funding for it. There is approximately \$2,800 in the FY24 facilities maintenance line and \$175,000 in the gift fund so there is no anticipation of a problem.

- No issue with the septic problem yet. Library Director will reach out in

November, as directed by the specialist, to check in about the treatment he can offer to the corroded pipes. If the need arises before then, he can be called in.

- Update on computer firewall problems

- Update on parking challenges

- Library Director met with CCC Camp Director regarding parking, signage and communications. CCC Camp sends out newsletters to camp families that states that the library lot is open for camp drop-off only.

- Next meeting date

- Wednesday 8/9/23 at 4 pm

- Adjournment

- Adjourned at 5:25 pm

Documents:

Chilmark Police Report, dated 6/12/23, incident #2023000526

Email from Jim Malkin, dated 7/11/23

7/12/23 Agenda

6/21/23 Minutes

Director's Report, 6/21/23

Library Director's Compensation discussion, dated 7/12/23