Chilmark Free Public Library - Board of Trustees meeting minutes

Wednesday, November  28, 2023 4 pm, at Chilmark Library meeting room

Present: Jane Kaplan (chair), Ebba Hierta, Candy Shweder, Kaila Allen-Posin, and Andrew Dubno joined at 4:23 pm

* Call to order, roll call
  + Meeting called to order at 4:01 pm
* Approval of minutes from 10/18/23
  + A motion was made, seconded and unanimously voted to approve the minutes, as amended, from 10/18/23
  + Trustee Secretary will send along minutes from 11/2/23 before next meeting for approval
* Communications
  + Judith Flanders
    - Chilmark Cemetery Commission opposes the notion that they are available to make guided trips to the cemetery for deceased members of the deaf community (27 in all). Susan Murphy, chair of the cemetery commission, and Library Director will be working over the winter to create a map that helps interested visitors tour the Chilmark cemetery on their own.
  + Deborah Hancock
    - Fin Com member Debbie Hancock visited the library, toured the facility, and talked through some questions around the budget with Library Director. The visit was both helpful and positive.
  + Police Chief Sean Slavin
    - Police Chief Slavin received an email from Mr. Haydn, as discussed in previous meetings, which was re-sent with the intention of gaining a confirmation of receipt. Receipt was confirmed and there is no need for further communication.
  + Donations were sent in, and positive notes sent in appreciation of the offerings of the library
  + Off-season library cafe is open - tea, coffee, hot cocoa, and snacks, set up and funded by the Friends.
* Chairman’s report
* Director's report
  + Circulation is up, and visitors have increased significantly over the past few years. It was noted that it would be helpful to also compare pre-pandemic numbers, and Library Director will send out those numbers before the next meeting.
  + Mass Board of Library Commissioners and CLAMS are offering support as to how to address the challenges regarding banned books and censorship.
* Programming report
  + Friends are paying for the hiring professionals in the community to offer classes for children and adults, to supplement what permanent staff can do
    - Sewing craft offering just started and will be a 4-week series
  + Assistant Director is seeking to offer an after school foreign language class with a teacher from the MV Public School system at a time in the near future.
* Financial report
  + Expenditures are in line with the budget, no concerns.
* New business
  + Art Show Policy revisions
    - Language has been changed in the document to clarify the requirements of the artists, and the relationship between the library and the artists.
    - A motion was made, seconded and unanimously approved to accept the Art Show Policy as amended.
      * This includes the following edits: “The artist must provide name, title, medium and contact information. Prices may be added if desired,” and “Library personnel are not involved in any sale transactions between artist and buyer, and no sales shall be made in the library.”
  + Trustees will return to the conversation around the commercial use of the library as it pertains to private tutoring at a future meeting.
  + Capital improvements
    - There are questions around the costs and choices of materials regarding the facility improvements, all of which are town-wide decisions. Library Director and Trustees are seeking to create a Buildings and Grounds committee that can help support the needed updates to the library building.
* Old  business
  + 2025 budget planning
    - The current needs of the facility require that line item #5245, equipment repair and maintenance, which were cut in half in 2022, to be put back into the budget.
  + HVAC update
    - An energy transition consultant (who also installs HVAC systems) came to assess the needs of the building, and he expects that it would be more cost effective and sustainable to install new electric HVAC systems instead of refurbishing the existing system of ducts.
    - Library Director asked the consultant to write a professional analysis of the facility needs and will bring to the Trustees as soon as it is ready.
    - Facilities manager is in contact with Nelson Mechanical as a potential installer.
  + Plumbing update
    - A plumber who is repairing systems across the island came in to assess the corroded pipes at the library and suggested that the epoxy coating of the interior would cost approximately $18,000. Library Director is waiting to hear back from the town procurement officer.
  + Computer system update
    - There are still issues every day, with computers freezing for up to 5 minutes. It is both the internet and the internal server network that fails. Library Director and staff are keeping a log and the technician is able to track the log and address the issues.
* Time will be reserved for topics the chair did not reasonably anticipate
  + Library has been approved for the Small Library Grant for $2500, which goes directly to CLAMS.
* Public Comments
* Announcements
* Next meeting date
  + Tuesday, Dec. 19th at 4 pm
* Adjournment
  + Meeting adjourned 5:25 pm

**Documents**:

10/18/23 Minutes

Director’s Report, 11/23

Financial Report, 10/23

Art Show Policy