Chilmark Free Public Library - Board of Trustees meeting minutes

Tuesday, December 19, 2023 4 pm, at Chilmark Library meeting room

Present: Jane Kaplan (chair), Ebba Hierta, Candy Shweder, Kaila Allen-Posin, and Andrew

Dubno (arrived at 4:19)

• Call to order, roll call

• Meeting called to order at 4:05 pm

• Approval of minutes from 11/28/23 and 11/02/23

• A motion was made, seconded and unanimously approved to accept the 11/2/23 minutes as amended

• A motion was made, seconded and unanimously approved to accept the 11/28/23 minutes as amended

• Communications

• Holiday Party was a great success, Library Director received several emails of appreciation.

• Chairman’s report

• Director's report

• Circulation continues to rise, and programs are experiencing good attendance

• Tracy Thorpe is moving off-island, and the Library is actively seeking applicants. The position is 30 hours/week, with benefits.

• Programming report

• Tracy will be here through the end of January. She has already scheduled an ongoing creative

movement class, which will occur in February. Otherwise, adult programming will be on hold

until the position is filled.

• Preschool is using the meeting room for a weekly yoga class. The yoga teacher has

expressed interest in offering a preK-2 yoga class after school, for 10 children accompanied by parents

, which will start in the new year.

• Library will be promoting the Brickner Poetry Contest for high school students across the island, which will occur during National Poetry Month in April.

• There is discussion around possibly offering a Brazilian Language and Culture program offered through Youth Programs.

• New business

• FY2025 budget proposal review and approval

⁃ Only non-discretionary increases except in programs, which will increase by $200, and equipment and maintenance will return to 2022/2023 levels.

⁃ Town has approved a 4.1 COLA for FY2025

⁃ State requires that 20% of the budget is spent on materials

⁃ Library will be purchasing Hoopla as a platform for digital literature and

movies, which the Chilmark School requested to utilize for their students.

⁃ A motion was made, seconded and voted in favor to approve the FY2025 budget proposal.

• FY25 budget hearing date

⁃ January 18th at 4pm

• School/Library program update

⁃ The Chilmark School has hired new aides this year. The Library Director has requested a meeting with the library teacher and the aides to reconnect and clarify roles and responsibilities, as well as the goals of the library class.

• Staff vacancy

⁃ See notes above re: Tracy Thorpe

• Old business

• Discussion of commercial tutoring accommodation

⁃ Policies were reviewed from other town libraries for comparisons with our policy.

⁃ A suggestion was made to refer patrons that are seeking to use the meeting

room for personal business to Haven MV, as a possible alternative.

• Discussion of circulation increases

⁃ Visitors are down, but circulation is up, which is due to the greater online presence through Zoom programs, Libby, and Kanopy.

• HVAC update

⁃ Nelson Mechanical combed through entire system, very professionally. They

agreed that the system has reached its life extension. Nelson Mechanical

reached out to Cape Light Compact and State Funding for incentives for

various new systems. Cape Light Contact and RISE Engineering is going to

come for an energy audit in the next month.

• Plumbing update

⁃ It is on the capital improvement planning document.

⁃ New power flush toilets will help in the meantime, and the budget allows for it.

• Computer system update

⁃ Computer system is fixed.

• Next meeting date

• Wednesday, January 17th

• Adjourned at 5:38 pm

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Documents:

11/2/23 Minutes

11/28/23 Minutes

Director’s Report, 12/23

Meeting Room policies from Edgartown, Oak Bluffs, Vineyard Haven and West Tisbury