Chilmark Free Public Library - Board of Trustees meeting minutes

Wednesday March 20, 2024 4 pm, at Chilmark Library meeting room

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

Susan Murphy (Fin Com Chair)

• Call to order, roll call

• Meeting called to order at 4:02 pm

• Minutes

• A motion was made, seconded and unanimously approved to accept the 1/17/24

minutes as amended.

• A motion was made, seconded and unanimously approved to accept the 2/19/24

minutes as amended.

• Communications

• Director had a meeting with Rob Hannemann from the Town Energy Committee

⁃ Explained the function of the Energy Committee, which is to support the

changing needs of the building.

⁃ Director is awaiting the report from RISE Engineering, to determine next steps,

including whether a new system is needed.

⁃ In the meantime, Nelson Mechanical can keep the current system functioning.

⁃ Director suggested that between Trustees, Director, and Energy Committee,

there could be an energy subcommittee for the library. Hugh Weisman is

the library liaison for the Energy Committee.

⁃ A parent made a donation of $100 for snacks, expressing that she loves the Chilmark Library and she and her family appreciate all we do for families.

• Directors Report

• In house circulation is up 29% from 2023, and 76% from 2022.

• The island library directors are exploring the possibility of standardizing our patron

conduct policies to make it easier to deal with situations of offenses by the same

individual at multiple libraries.

• Carl Gosling is an electrician who maintains Circuit Arts, and is potentially able to

support upgrading the library A/V system.

• The Friends of the Chilmark Library discussed supporting several one-time projects

including new outdoor furniture, A/V system upgrade and study pod.

• Programming Report

• Live programs are planned every week in the summer.

• The Library Explorers program went really well, and they will be back in the fall to

continue programming.

• Rebecca Gilbert has offered programs two weeks in a row with good attendance.

• Weekly Art Class has been going well, and an attendant’s parent offered gratitude and

a donation for snacks.

• Financial Report

• Fund balances

⁃ State Grant Fund is close to $30,000

⁃ Gift Fund is at $190,000

• Old Business

• Conference room use policy and study pod discussion

⁃ Trustees voted unanimously to approve purchasing a Framery Study Pod for

$30,000, using funds from the Gift Fund to purchase and install in the back

corner of the library. This will be able to serve those seeking tutoring,

private meetings, and other uses that may be restricted in the meeting

room.

⁃ There will be a future discussion to create new policies for the study pod, the

conference room and the meeting room.

• Friends of the Chilmark Library are interested in funding a new A/V system, as well as

offering their services as volunteers.

• Community Outreach

⁃ There will be a Community Luncheon in May, date TBD.

⁃ Invitations will be distributed at Town Meeting in April: “We invite you to

learn about what is happening at the library and hear suggestions

and thoughts from the community.”

⁃ The Friends of the Chilmark Library could potentially fund the luncheon

• New Business

• Summer Mondays

⁃ There are currently not enough staff to work on Mondays. The Director is seeking

more staff.

⁃ Camp starts July 1, ends August 12. Summer Mondays would be those 8

Mondays, and potentially 9 if August 19th is also included.

• All-Island Library Patron problem

⁃ An incident with a patron who was arrested for indecent assault in the Vineyard

Haven Library caused all the island libraries to file no trespass orders. This

has also inspired the island library directors to discuss patron policy.

• After School issues in the children’s room

⁃ A parent with two children has been informed that there have been issues with

the management of her children in the library, leading to safety concerns for

the children and other patrons. More discussion is to follow between the

parent and the Director.

• Prioritizing Director functions

⁃ In-house accounting is taking a lot of time from the Director’s workload. Director

is 3 months behind in recording payroll, and weeks behind in ordering new

books, as a result of the increased workload. CLAMS meetings are every

month (Island-wide CLAMS meetings are bimonthly and Cape and Islands

CLAMS meetings are bimonthly).

⁃ The new town accountant has updated the library reports and is working out the

kinks, which will help relieve the pressure on the Director.

⁃ Director has 3.5 weeks of vacation time that she will take before June.

⁃ Accounting needs and infrastructural issues that fall on the Director are

overwhelming the current job, as described above. The Zobrio accounting system requires the Director to do financial reports and they are not always kept up to date, which makes it difficult to keep track of spending.

⁃ A circulation assistant is currently doing administrative work. As this is outside of

her job description, this could create an opportunity to establish an admin

assistant job and hire a new circulation assistant.

• Long range planning

⁃ This is recommended, and only required if the Library is seeking federal grants.

⁃ Trustees and Director will discuss this process further in the fall, and the Director

will start to find a library consultant over the next few months in preparation.

⁃ Summer Mondays will be part of the long-range planning discussion.

• Time will be reserved for topics the chair did not reasonably anticipate.

• Fin Comm

⁃ 20% of the Library budget must be spent on materials, and Chilmark is the only

town that doesn’t contribute to the materials budget from the General Town

Fund.

⁃ Those funds can come from whatever source necessary. Our material funds

currently come from:

⁃ Chilmark Public School

⁃ Friends

⁃ Library Gift Fund

⁃ Fin Com member Susan Murphy made it clear to the Director, Assistant Director

and Trustees that the Town would be willing to pay for that 20%, as well as

infrastructural needs

⁃ Unanticipated budgetary needs for 2024 amounted to $31,869

• The front desk plexiglass is not ready to come down, due to health concerns from

library staff.

• Marie Larsen’s letter regarding Tuesday closure after Monday holidays

⁃ Larsen’s email was discussed, though it arrived too late for the March meeting

agenda. Trustees plan to discuss at next month’s meeting.

• Next meeting date: Wednesday April 17th at 4 pm

• Meeting adjourned at 6:28 pm

Documents:

2/19/24 Minutes

2024-25 Library Budget Report

Library Expenses not covered by General Fund