

Chilmark Free Public Library - Board of Trustees meeting minutes  
Wednesday, September 22, 2023 1:30 pm, at Chilmark Library meeting room

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

- Meeting called to order at 1:32
- Minutes
  - A motion was made, seconded and unanimously approved to accept the minutes of 8/9/23 as amended
- Communications
  - A patron sent in a note of appreciation for Irene and all of the library staff
  - Jill Bunting sent in a donation in honor of Ann's contributions to the library
- Director's report
  - The Chilmark Library has set aside Wednesday mornings for the Chilmark Preschool, about 18 children in small groups, to learn about the library, the art, and to pick out books.
  - Toddler time is on Fridays at 11 now, though not many children are attending since school started
  - Circulation boom continues, July and August both up from the pandemic
  - Children's room now has computer stations
  - Drew is working on restoring the maker's space
  - Friends of the Chilmark Library Fundraising did a great job expanding outreach through email this year
  - MVLA reports concerns regarding staffing in the libraries. Salaries and housing make it challenging to find long term staff.
  - Friends of the Chilmark Library are bringing back the Seasonal Celebration in December, on December 13th
  - Book Sale will start in the beginning of December and run into January
- Programming report
  - A program on longevity will begin, as a 6 month program, meeting once/month.
  - Lisa See is a NY Times bestselling author, and will be a guest speaker for the Tea Club.
- Financial report
  - There is not one available for this month, due to some miscodings and needs for edits. The shift in bookkeeping is requiring more monitoring by the Director, which may be time consuming. On all accounts, spending is on track.
- New Business
  - New Town-wide phone system is being installed, thanks to Tim Carroll
  - A staff member family funeral is happening on Saturday Oct. 7th. A motion to open the library late on Oct. 7th so that staff can attend the family funeral was made, seconded and unanimously approved.
  - Update on HVAC system - The Director met with Rob Hanneman from the Energy Committee, who suggested that an energy assessment of the building be made before the HVAC system is addressed. The older parts of the library structure are causing energy inefficiencies, which need to be dealt with. Cape Light Compact is an option for an energy assessment for the library building, and for offering ideas for moving forward. Currently there is no control over the thermostats in the building, which runs continuously at the same setting and will result in unnecessarily high energy costs.

- Brennan and Co. has been sold to an off-island company, and communications have been challenging. Nelson Mechanical is another option to explore. They are more expensive, but also more reliable.
  - Replacing the existing HVAC system with a heat pump system seems like the best possible option given the structure and layout of the building
- Town does not have a plumber, and the boiler needs repair over the next few weeks.
- There was another septic blockage, which costs \$1200 to clear. The solution is to install toilets that have a much higher powered flush.
- Update on computer firewall - tech support had rerouted the connection, which cost about \$1300. The need to reconnect to the CLAMS system will be explored.
- The Friends of the Library have agreed to pay for a new patio awning, which will be installed soon. Library Director expressed to the Friends of the Library a need for more outdoor working spaces, including covered tables.
- Library Director surveyed other libraries and they are all allowing prices to be shown on displayed artwork. The Art Show policy, which specifically states that prices may be added by the artist, and that the library staff are not involved in any sales of artwork, was reviewed. Trustees will present edits to the policy at the next meeting.
- Note: Trustees recognized a need to review our library policy for the public use of the meeting room and community room. *It is recommended to review policies every 5 years.*
- Update on the discussion around private tutoring offerings - the parent who had requested a regular space in the library for tutoring returned for an update. Library Director informed the parent that at this time of year, outside of the summer months, the meeting room space is much more available. While it is still not able to be reserved for a regular time each week for this use, in the off-season the space would most likely be open for private or semi-private use when needed. Parent was pleased with the clarification and appreciated the effort.
- Old business
  - Director salary position - Library Director double-checked with Town Administrator Tim Carroll and was informed by him that this is a budget matter, not a change in job description. The recommended process is for Trustees to decide if we want to recommend this, then to provide an explanation to Select Board and the Finance Committee.
  - A motion was made, seconded and unanimously approved for the Library to include in its upcoming FY25 budget an increase in the Director's salary to base it on a 40 hour work week, rather than the 38 hour work week.
    - Trustees plan to send the explanatory memo next month
- Unanticipated business
  - A/V system in the community room is struggling. The A/V technician will send a proposal in the next week or two for potential upgrades. The funds could potentially come from the gift fund. He suggested wireless connection, and a touch panel, among other things.
- Next meeting is Wednesday Oct. 18th at 4 pm
- Adjournment
  - Adjourned at 3:04 pm

**Documents:**

8/9/23 Minutes

9/22/23 Agenda

Director's Report, 9/22/23

Art Show Policy

Email from Selectperson Marie Larsen regarding Library Director salary change