

Meeting Minutes By Secretary Terrence Yunits

Minutes of Meeting

January 26

In Attendance

Ken Howley, Treasurer

Terrence Yunits, Secretary

Donald Colon, Director

6:03 motion to open the meeting. All in favor.

No minutes to report for previous meeting as December's was not held.

Director's Report

Virtual Programming grants possible. Monthly bills not possible to get grant for.

December Circ up 1% over November.

Tech Librarian Report:

New shared laser printer installed. More expensive but worth it if shared. HP got rid of Ink Cartridges for previous printers.

Programs in November. Write in program online (concerns of it being only non-residents. Virtual).

Teen Yarn Tree craft via Facebook Live. 14 participants. Directions shared were wrong.

PC won't allow director to connect to shared PC or server. Need 200 dollar license to do that.

Request for batteries for bathroom sink? Hand sanitizing pumps need them. This came up because battery of the machines is dying already. 4 double AAs per unit.

New computers brought upstairs. Old PCs will get Linux to teach Google Docs / Sheets. New Monitors still downstairs.

Rearranging patron computers idea up in air. 2 long tables, one tri table. 2 tables put together would be fine, but data and electrical a question (run lines under carpeting? Move outlets?). Table at far end has a data port. Could move long tables down. Can use book cases along wall. ADA compliant. Utilize shelf space there if tables moved. Reference Librarian would like to have a back to her (book case or something) instead of being out in the open for privacy reasons.

ECard registration link discussed. Idea to put it on website home page. Language selected in regards to that. Page in the middle that has instructions.

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Holiday hours removed from web page. Done today. Christmas off.

New restrictions to Covid page. Genealogy page revamped.

89 dollar plugin? One time fee. Plug in for PTO system.

Youth Services

12 programs.

Winter reading challenge through Beamstack (all ages).

Keychain craft. Among Us.

South shore young adult roundtables.

South shore book buzz.

Training.

1000 books for Kindergarten program. Bags bright colored. Iron ons? Melted? Stencil on next time?

Financial + Facilities Report

Sign design completed sign. Vinyl lettering issues (bumpy, offcenter). The redo scratched the sign. First lettering left residue when removed. Fabricated a topper piece into existing sign. Sign fine now.

Water heater went. Shooting up from top. DPW contacted for plumber name / number. Building inspector came over to assess, he called plumber. Hot water shut off. Health agent checked with about lack of hot water; not a problem without public in, cold water and sanitizer makes it fine. No disruption.

Phone system upgrade in process.

Painters who painted attic vent contacted to paint where lettering removed. Cut down on odor of attic too.

Elevator pit brought up with Fin Com subcommittee. No proposal brought. They saw this as capital planning, not fin com matter. Capital Planning would mean it wouldn't get done until in / after July. Greg's scope of work brought up, the architect.

Donald Reached out to acting town admin about elevator. No response.

Donald reached out to state for guidance. Donald left voice mails, no callbacks.

Donald called MBLC about construction grant potential, connection with procurement. Guidance sought from Lauren Stara of MBLC. 10,000 dollars for procurement. Reach out to Greg the engineer. Tentative plan found in Donald's email, but assistant says it wasn't quite completed.

Acting town admin said Donald didn't have many forums to talk about what's going on at the library. Set up to discuss problem in open forum. Capital – look at other funding sources. Trustee money, state aid, gift money to go all in to show good faith? Prevailing wage for just sub pump. Conflicts within

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companies who say one thing or another (do need a tank, don't need a tank, etc). Get engineer. Elevator experience.

10 grand in state aid. 3000 in gifts. Trustee money, been 5 years. What will trustees spend money on, what have they spent it on? Question they may ask. Contingency account.

Meeting with capital planning. See what vibe is. Present to capital planning next week.

Budget and spending on track.

Health agent may need library assistance eventually.

Books and materials budget. Use money to invest in Overdrive

State aid payment due for November did not come in yet.

New Business

Lisa's last day this Saturday. Book clubs, Great Decisions, Adult non-fiction ordering. Wish her the best.

Training requested from Caitlin. Database training. General refreshers. Make aware of services.

Inventory started. No mechanism to do inventory in OCLN. Donald has a workaround to do it. Small collection, finding miscataloged items, things no longer in system. Quirky things.

Reopen, we'll have comprehensive and

Motioned to exit Open session and enter into Executive Session by Terrence at 6:48. Ken seconds, all in favor.

Meeting adjourned at 7:43 on Ken's motion. Terrence's second. All in favor.