

## Boston Free Library Board of Trustees Meeting

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### Transcript

00:05 - 00:07

**Suzanne**

We're being recorded now.

Calling the meeting to order.

First thing we need to do is approve the agenda which we normally don't do that.

The next thing we have to do is approve the minutes from the February meeting.

00:37 - 00:39

**Linda**

I'll make a motion to approve the minutes.

00:39 - 00:40

**Kami**

Second, the motion.

00:45 - 00:47

**Suzanne**

Treasurer's report.

00:48 - 00:57

**Linda**

I thought this was going to be in person so I handed it to Lydia through e-mail, not a whole lot of activity.

So, you know, we've got money in the checking account.

Money in the savings, if you scroll up a little bit.

I did not get the \$500 transfer that we talked about at the February meeting, because every time I thought about it, I was home and not at the library to get a check.

But as soon as I know that I'm clear of the ...stuff, I will get into the library and get that taken care of.

**Suzanne**

Everything looks good. Status quo.

01:54 - 01:57

**Linda**

Until we start getting some more donations, you know.

And I think Lydia wants to spend some money.

02:05 - 02:05

**Lydia**

Always.

02:11 - 02:15

**Suzanne**

I need a motion to accept the treasurer's report.

02:16 - 02:18

**Kami**

I can make a motion to accept the report.

02:18 - 02:20

**Suzanne**

Ok, I guess I'll second it.

02:20 - 02:21

**Suzanne**

Matt, are you there?

02:22 - 02:23

**Matt Boyle**

I am here.

02:24 - 02:24

**Matt Boyle**

Sorry, I'm late.

02:26 - 02:30

**Suzanne**

Can you second Kami's motion to accept the Treasurer's report?

02:32 - 02:32

**Matt Boyle**

Yeah. Sure.

02:33 - 02:33

**Suzanne**

Ok. Now, we turn it over to the director.

02:41 - 02:43

**Lydia**

Ok, I'm going to get to the right screen here. So, the contract balance is \$7370.

These are the checks that were written since the last meeting. The only one out of the ordinary here is the Vacinek \$250 repair on the roof vent.

We had some wind, and it took off one of the spinning vents, just knocked it over.

And so Vacinek was able to get here pretty quickly and fix it in the pouring rain.

As of pay period six, which is still really early in the year, we are projected to be well within the personnel budget, but the calculation changes throughout the year, staffing levels vary and holidays and vacation influence the projections.

So, the big thing for today, the state report has been completed and submitted with help from Central from the Business Office and Angela.

But the Board has to pass a resolution to accept the state report.

So we always do it after the fact, because of when our meetings fall. The report has already been submitted.

But we still need to pass a resolution to accept that.

03:59 - 04:01

**Suzanne**

Well, let's do that now while we're thinking of it.

04:02 - 04:04

**Linda**

I'll make a motion, we accept this date report.

04:05 - 04:06

**Suzanne**

And second.

04:06 - 04:08

**Kami**

I'll second.

04:08 - 04:11

**Suzanne**

And all in favor, aye.

04:28 - 04:29

**Lydia**

So that will be Resolution 2022 – 02. I will need Cathy to come in and sign that, because it has to be signed by the Secretary.

04:41 - 04:42

**Matt Boyle**

Do you need anybody else to sign it?

04:43 - 04:44

**Lydia**

No. So the resolution actually looks like this this is just the form that they send us through Central.

So then we're on to the annual report which comes out of the state report.

This is what we send out a membership.

I basically stuck with the same format, just some different color options.

Suzanne already said she didn't like the pink, but I don't think I can print this much ink, anyways. This is the basic format, so it'll still be the tri fold.

This is probably what we'll end up going with, just a little bit more subtle and to print this off

on an ivory colored paper.

The front of the annual report to the community, the back panel would have the address, phone number, e-mail, website. Unfortunately, the website address is fairly long, but that's just what it is. And the hours.

And then this little panel here has our 2021 statistics. I added this to show some idea of increase over 2020.

And then the information here; has a list of the things that we lend out, information on the summer fundraiser, or some of the ongoing programs. I didn't put specific dates on these. But I wanted to give an idea of some of the things that would be ongoing over the summer and then our membership form.

So I put in this little blurb here about contributions from members.

I kept everything else, the same one. So I don't know if we want to change anything on it.

06:58 - 06:59

**Suzanne**

I'm good with it.

06:59 - 07:00

**Suzanne**

Anybody else?

07:01 - 07:02

**Linda**

Looks good to me.

07:06 - 07:08

**Lydia**

Do you think the color scheme is OK to stick with that one?

07:19 - 07:20

**Linda**

I think it is fine.

07:23 - 07:24

**Lydia**

It'll look a little bit better on colored paper.

07:27 - 07:32

**Linda**

Have you confirmed the Lions Shelter?

07:33 - 07:37

**Lydia**

Yes, yes, which I'll get to more details in just a second here.

Do we want to do the same format? Mail it out to everybody on our mailing list.

07:52 - 07:52

**Suzanne**

I think so.

07:54 - 07:55

**Lydia**

So, obviously the money for the stamps will come out of the Association Account and that's good with everybody?

08:04 - 08:04

**Matt Boyle**

Yes.

08:05 - 08:10

**Lydia**

Ok, I can also send a digital copy to the e-mail list. A lot of those will be duplicates, but some people look at one thing and the other.

08:15 - 08:15

**Linda**

Yeah.

08:18 - 08:21

**Lydia**

The only edit that I was going to do on it that I didn't get done yet, is that under in this section, here in the middle, I would just put the Facebook info, I'm not going to do the banner.

08:44 - 08:46

**Suzanne**

Are you done presenting the Annual Report?

08:47 - 08:50

**Lydia**

Yes, unless there's anything anybody wants to see again.

08:51 - 08:53

**Suzanne**

Because we need to vote on it that.

So, if everybody's happy with it, can we have a motion?

09:01 - 09:06

**Linda**

I will make a motion that we accept the annual report to the community.

09:08 - 09:08

**Matt Boyle**

I Second.

09:10 - 09:12

**Suzanne**

And all in favor?

(All Ayes)

09:35 - 09:42

**Lydia**

Statistics for 2022, So since the beginning of February, we've actually had 25 new library card sign-ups at Boston.

09:43 - 09:43

**Kami**

That's awesome.

09:46 - 09:48

**Lydia**

Our February and March statistics, 2,000 Patron visits, circulation of 3,700, 277 Wi-Fi logins, and 140 public computer access sessions.

Correspondence, so the letters to the vendors and the business sponsors, which again, I'll talk about in a minute here, are prepared and ready to be mailed as soon as the Friends group votes on them, because they are technical coming from the Friends.

But I'll pull those up in a second.

And then the other, the only other correspondents, was a thank you letter was sent to Jennifer Warren from State Farm.

She donated the basket that was used as our grand prize for our Easter egg scavenger hunt.

The other big news, which hopefully everybody is aware of, you are reading your e-mails, the B&ECPL is going fine free.

And so they're in the process of becoming a fine free library, following trends from many other libraries across the country.

All the statistics show that items continue to be returned to approximately the same timelines. So they're not finding returns significantly overdue.

The fees that are going to be waived are overdue fees, holds fees, unclaimed, referral, and lost cards. So they will still charge for lost or damaged items, and that would include anything that is marked overdue for 21 days or more.

Those would be marked missing, and then the patron will get a notice that their account is being charged. Damaged items would also still be charged.

The other thing that they're changing is automatic renewal, so that items that are not on a waiting list and haven't been renewed their maximum number of times will automatically renew two days prior to their due date.

And item types determine the number of renewals that are allowed. So most items could renew up to three times.

We're in the process of kind of adjusting the library of things so that they won't automatically renew as many times so that somebody can technically take something out and then have like a yard game the entire summer.

We're just kind of looking for some consistency across the library system, on the library of things.

Chromebooks are also kind of exempt from that, because they can be shut down remotely. So if they're actually two days overdue, they can be shut down, the Wi-Fi hotspot and a Chromebook book can be disabled and will be disabled and then the person has to bring it back in.

Any questions on any of that?

12:35 - 12:35

**Linda**

No.

12:36 - 12:38

**Suzanne**

I like the automatic renewal.

12:43 - 12:47

**Suzanne**

Yeah, They send you an e-mail telling you that it's pretty nice.

12:49 - 12:54

**Lydia**

The other nice part of that is the automatic renewal statistics are credited to the lending library. So, it makes our statistics very strange right now in that we're actually getting checkout statistics on Sundays for items that are renewing for Tuesdays, It's, it's very confusing, trying to figure it all out right now.

And we are getting credit for that, because renewals typically would have gone under our circulation statistics and with them all occurring automatically, that would have changed our circulation statistics.

Moving on to programming we're resuming some more regular in person program in the Spring. So we're going to start regular story times this week.

We've been doing monthly family story times, and craft programs, we've had a couple of adult classes as well.

We hosted an ongoing Easter egg hunt, have 48 participants in that.

It was great, and the kids were really enthusiastic about it, and then we announced our grand prize winner on Saturday. And they came right, and picked it up their prize.

We had our first Cricut Maker class, which is guided by Jennifer Borowicz. We had nine people that participated in that and they all expressed interest in additional classes.

We are working on lining those up. And the next one is going to be actually doing a vinyl transfer.

And we had a spring flower pot craft with 16 participants, and we're still doing Take and Make crafts and Drop in Craft Tables.

The summer seems to be shaping up much more hopeful, closer to normal.

We're still planning on hosting as many activities as possible outside.

We are going to be doing preschool story times, teen book club, battle books, Craft Fridays, Kids Yoga, We're going to do Bubble Day.

I have Penn Dixie lined up to do a fossil program, and then we have free summer concerts.

But one of them is actually going to be a fundraiser. So that is going to be July 21st.

We have one in June, one in July and one in August.

And for the summer fundraiser, we're planning on doing a fundraiser on Thursday, July 21st, from 5 to 8 at the town hall lions shelter. So, that has been approved by town, and they unanimously waived the \$75 fee for the library.

So, we have the shelter reserved, the parking lot, the restrooms will be all set.

I actually was able to get the liability insurance policy also. I haven't e-mailed it to the town yet, but it is in my hands.

So I just have to send them over and that is basically, that's just required for the library to use the town hall's facility. So we're going to talk more about the fundraiser plans of friends meeting.

But we're planning on charging \$20 for our artists and vendors to set up. There has been some discussion about the amount that we should charge, but because we don't really know how many people we will get.

I think that we should keep the contribution fairly low because I know a lot of the bigger craft fairs, like a full day craft market might charge \$50. So ours is only three hours.

Obviously we want to get the word out about the event, so thoughts on advertising are always appreciated. The information is in the annual report to get that out to everybody on mailing list.

16:46 - 16:51

**Kami**

What were you thinking I mean could we do lawn signs? Is that excessive because the venues changing and people won't know.

16:57 - 17:02

**Lydia**

I think I think lawn signs are great and I did also reserve the sign out in front of the town hall. I have that reserved for the week, prior and leading up to the event.

17:22 - 17:31

**Matt Boyle**

The, the Aurora players always put up a sign across from the Aurora Tops because people go up to that stoplight, before they make a turn.

So I don't know if outside of the Boston tops. You know, in terms of everybody turns out of that parking lot, seems like a high value area to put such a sign.

18:06 - 18:14

**Lydia**

If anybody knows if anybody to ask about it, or I can call Tops.

18:15 - 18:16



**Matt Boyle**

Actually it would be the business across the street, the feed store.

18:26 - 18:29

**Lydia**

Oh, they always donate to the library, so I would assume they would let us put a sign up. Any other thoughts?

18:42 - 18:46

**Lydia**

Ok, on to building improvements.

So I already mentioned that Vacinek fixed the roof vent.

We would like to try to get the parking lot resurfaced.

We had it lined up with M&M last fall, but they weren't able to get us on the schedule before the weather turned.

I got a call into them to see when we can get on the schedule and what the price changes might be.

So that was actually covered under the Program Equipment and Facility Improvement Initiative. Unfortunately, I think it would fall to the Association to cover any difference between 2021 estimate versus 2022 estimate costs.

So I don't know if anybody has any thoughts on what percentage increase we're willing to accept and just move forward a project, or if I need to get additional bits.

19:39 - 19:44

**Linda**

I think it should be just we've already agreed to do it. We'll pay the difference.

19:57 - 20:05

**Lydia**

Hopefully, sometimes they will just honor older estimates, but, you know, if their cost has changed significantly...

20:08 - 20:10

**Suzanne**

Should we have a vote on that, do you think?

20:11 - 20:11

**Lydia**

Probably.

20:13 - 20:18

**Suzanne**

So, let's have a motion in that regard that, if there's a difference between the 2021 and 2022 pricing for the parking lot the association will cover it.

20:24 - 20:24

**Linda**

I will make a motion.

20:28 - 20:29

**Kami**

I'll second.

(All Ayes)

20:49 - 21:02

**Lydia**

The other part of the Program and Facility Project, whatever that long title is, was the purchase of the plastic Adirondack Chairs to have across the backyard for some of our programs. They were no longer available once the funding was approved last summer, but they are starting to show up in the stores now.

So, that would cost, assuming that they are approximately what they were last year would be \$220. So, that was already approved last year, I just wanted to give everybody a heads up with that money.

21:26 - 21:30

**Lydia**

Then the chimney update. So, thankfully (fingers crossed) we haven't had any bats yet this year, but it was recommended that we take down the chimney and cap it off. We have several different options for that.

So, I have, or estimates, um, I have three.

Ok, So, I Just have to figure out where I put them. Maybe I don't have it open.

Roger Mosgeller, who is the one that did the work in the basement, came in and did an estimate that to remove and dispose of the chimney would be 2100.

He's the only one that actually talked about having a bat vent, so that if there are any bats currently inside, they can get out.

Nobody else seems too terribly concerned about that, which kind of makes me a little nervous.

He also talked about the option of leaving the chimney in place but basically placing an internal cap. But he didn't think that was the best option because of the ongoing maintenance on the chimney.

Yes, there was this Friendly Chimney and Home Maintenance: They didn't provide me with a written estimate but their verbal estimate was \$5000, way out of line with the other estimates. Vacinek said \$2500.

And then this Queen City Chimney: all his options were to leave the chimney in place and repair around that. He does have a guarantee on the different options.

The chimney is not like going to fall down and crush to anybody.

But it is like the all the mortar is just continually coming crumbling and will continue to crumble unless it is constantly maintained basically.

Do we want to preserve the chimney because it's part of the building and part of the historic look of the building or do we just want to take it down?

So, this is Roger's estimate for tearing down the chimney, putting in the bat vent and screening the spinning roof vents  
Leaving the chimney in place would be approximately the same cost too.

The next proposal, is basically the same thing, just a little bit more expensive.

Then this is the Queen City estimate. I mean he has spent a lot of time coming up with the different options, but they are very complex.

24:38 - 24:42

**Kami**

Well, I vote for Roger because he helped us build our house, and he's our good friend. And I know that you can count on him. And if anything were to go awry, you know you can contact him immediately.

24:50 - 24:57

**Lydia**

He got right back to me, too.

This guy from Queen City took a lot of time and he was very adamant that he thought the chimney should stay, but it took him a long time to get the estimates back to me, and there was a lot of back and forth.

25:15 - 25:20

**Suzanne**

Now, I have a question about the historical part of our building. It's just historical to us, right, it's not listed on any state or county or town or anything list of historical buildings, right.

25:33 - 25:35

**Lydia**

I don't know, I will double check this before we start tearing it down.  
I don't think there's any issue with taking it down because this isn't grant funding. So when we do grant funded projects, if there's ground disturbance or any work on our building, we have to get state historic preservation approval.  
I think this is a separate issue, but I will double check with Ken about that, before hiring anything now.

26:05 - 26:06

**Suzanne**

Yeah.

26:12 - 26:16

**Kami**

I think if you don't tear it down, you're always going to be worried.

Of course, check for the historical value, but.

26:26 - 26:30

**Kami**

But if the option is available to take it down, I'd definitely vote for taking it down.

26:31 - 26:34

**Linda**

I say to take it down so you don't have to worry about it.

26:44 - 26:49

**Suzanne**

Should we put a vote on that?

26:50 - 26:56

**Lydia**

It doesn't hurt to do a vote on then if anyone harasses me about taking the chimney down I can say the board voted on it.

27:02 - 27:11

**Suzanne**

So, we need a motion to take the chimney down as long as there is no historical reason to leave it up.

Is that wording good? Ok, so go ahead.

27:18 - 27:19

**Kami**

Ok, I make a motion.

27:20 - 27:21

**Linda**

I will second.

27:21 - 27:23

**Suzanne**

Ok, and all in favor: (All Ayes)

27:32 - 27:33

**Kami**

Cruising along tonight.

27:33 - 27:36

**Lydia**

Yeah, I know, I gotta start talking slower. And then the general consensus there, too, is to go with Roger.

27:46 - 27:47

**Suzanne**

Yes.

27:50 - 27:53

**Lydia**

I mean, he is also the cheapest, and we have had him work here before.

He was also the only one that talked about setting up a scaffolding for safety, so I didn't really mind that part of it either.

Then we discussed it back at the February meeting, too, but the rules of conduct have been updated. We accepted them last time.

I just wanted everybody to be aware of the update on it.

Which, again, this one is apparently not open. Now, I swear, I had all of these open.

28:36 - 28:37

**Kami**

That's Ok, we can't fire you.

28:38 - 28:38

**Lydia**

Well... All right, there we go.

Can you all see this now? And this is all in response to the First Amendment audits.

So most of that is all the same. It's really just this second page.

This is largely gathered from other libraries that have dealt with First Amendment audits.

I think everything makes sense, and it's fairly clear.

And it's also not too extreme.

And it's not, like a policy that we have to enforce and take anybody who's got a cell phone with them out of the library. We want it to be something that's enforceable if we need it to be, but not something that becomes a burden.

30:31 - 30:31

**Suzanne**

Yeah.

30:32 - 30:34

**Lydia**

Any questions on any of that?

30:35 - 30:35

**Kami**

Nope.

30:37 - 30:37

**Lydia**

Ok.

30:39 - 30:39

**Linda**

It looks good.

30:41 - 30:54

**Lydia**

And then I just put in, you know, the statement from B&ECPL because they had sent that to us as far as the ALA Bill of Rights, and code of ethics, and all of those things.

This the only other thing is the ACT meeting coming up on May 7th.

Each library was asked to submit a brief summary for the new System Director, John Stares.

This is Boston submission and our pictures that I submitted.

I don't know exactly which they'll include, because they said to only send 3 pictures, but, obviously there are more.

And then, the information is here, and, again, they asked for each answer to be limited to two lines for answer, had to be very brief.

31:52 - 31:54

**Suzanne**

So I'm going to that meeting.

If anybody would care to join me, invitation is out there.

32:02 - 32:07

**Linda**

Is this John Spears somebody that was in our library or are we bringing somebody in from outside?

32:11 - 32:15

**Lydia**

He was the Director of the Pike's Peak library system in Colorado I believe.

32:21 - 32:28

**Suzanne**

He has a very different background, I think, than Mary Jean's or what we would have expected too. So, it'll be interesting.

32:31 - 32:33

**Matt Boyle**

I have family in Pikes Peak. So I'll ask for the Lowdown.

32:42 - 32:44

**Suzanne**

He's already hired, though.

32:46 - 32:47

**Matt Boyle**

Well, sorry.

32:56 - 33:11

**Suzanne**

I was going to say, I have a friend who's on the ACT board, and I said to her recently, I told her I was coming to this meeting, and I said to her, You don't have to sit through 37 library presentations of this do we and she said, No.

She said that it's her understanding that a few will be picked to be in the PowerPoint presentation not all 37.

So keep your fingers crossed for me, because I may leave early.

Anybody wanna go with me?

33:42 - 33:44

**Lydia**

I would, of course, but I can't that day, there's no way I can make it work.

33:51 - 33:52

**Suzanne**

I understand.

33:53 - 33:55

**Lydia**

Now as long as we have somebody there representing us that's good.

33:55 - 33:56

**Suzanne**

Yeah. For sure.

33:59 - 34:01

**Lydia**

That's pretty much everything I have.

34:04 - 34:06

**Suzanne**

President's Report.

Ok, that's all I had to say: what I just said, so we're done with that.

34:16 - 34:21

**Suzanne**

So, I guess we can adjourn the meeting if we have a motion to adjourn.

34:23 - 34:25

**Linda**

I'll make a motion to adjourn the meeting.

34:26 - 34:28

**Kami**

I second the motion.

34:28 - 34:29

**Suzanne**

And all in favor: (All Ayes)

34:32 - 34:35

**Suzanne**

Ok, meeting is adjourned you can stop the recording.