

Boston Free Library

Dec 14, 2021 . 5:55 PM . ID: 209573557

Transcript

00:01 - 00:03

Lydia: This conference will now be recorded.

00:05 - 00:08

Suzanne: Ok, thank you Recording for letting us know.

00:09 - 00:10

Kami: Yeah.

00:11 - 00:16

Suzanne: All right, so, we begin with the review and approval of September meeting minutes? Yeah, I'm assuming everybody looked over and read the minutes we don't have to actually go over them unless somebody has a question.

00:28 - 00:33

Linda: Don't think so. I'll make a motion that we accept the meetings minutes.

00:34 - 00:34

Kami: Ok.

00:35 - 00:35

Suzanne: Second?

00:36 - 00:37

Kami: I'll second it.

00:38 - 00:41

Suzanne: Ok oh, here's Cathy, OK good.

00:42 - 00:44

Suzanne: And all in favor.

00:44 - 00:44

Kami, Cathy, Linda, Lydia: Aye.

00:47 - 00:49

Suzanne: Then to Treasurer's report. Linda, go ahead.

00:55 - 00:58

Linda: Lydia should have sent everybody an e-mail with the report.

00:59 - 00:59

Linda: Oh, there it is. Nothing outrageous. We still have money, even though Lydia has been spending it like crazy - on improvements. (laughing)

01:13 - 01:16

Lydia: That was all part of the program and facility.

01:19 - 01:35

Linda: That's true, but I think we're in good shape. We have no reserves or anything that we need to do further. So, anybody have any questions?

01:35 - 01:36

Suzanne: Back to the top. I just had a question about something I noticed at the very top.

01:40 - 01:41

Linda: Oh, OK.

01:42 - 01:48

Suzanne: That's the money, but it says, "Association account closed, due to COVID 19". What does that mean?

01:48 - 02:06

Linda: I've put that on there, because we're not doing anywhere near the donations were not spending any money. And for I should probably take that off, because it is in reference to when we were truly closed. I should probably take that off of there.

02:06 - 02:07

Suzanne: Oh, OK, yeah.

02:08 - 02:09

Linda: That's all it means.

02:09 - 02:10

Suzanne: All right, thank you.

02:10 - 02:15

Cathy: And I apologize. Who made the motion to accept the meeting minutes and second?

02:18 - 02:19

Linda: Linda.

02:20 - 02:23

Cathy: Linda, Motion?

02:24 - 02:24

Linda: Yep.

02:24 - 02:25

Suzanne: And Kami seconded.

02:26 - 02:29

Cathy: Ok, thank you very much.

02:29 - 02:37

Cathy: All right, so we've got Sue and Kami and Linda and Lydia and me.

02:41 - 02:48

Suzanne: Ok, if there are no other questions about the Treasurer's report, can we have a motion to accept it?

02:48 - 02:52

Cathy: I will make a motion to accept it.

02:52 - 02:52

Suzanne: Second?

02:53 - 02:54

Kami: I can second it.

02:56 - 02:57

Cathy: Was that Kami?

02:58 - 02:58

Kami: Yeah.

02:59 - 02:59

Cathy: Ok. Awesome.

03:00 - 03:01

Suzanne: All in favor? Aye.

03:01 - 03:02

Matt, Cathy, Kami, Linda: Aye.

03:04 - 03:06

Suzanne: Ok, Director's Report.

03:07 - 03:11

Cathy: Now is, is Matt in the meeting to or no?

03:11 - 03:11

Suzanne: Yes.

03:13 - 03:17

Cathy: You're faking me out there, Matt.

03:18 - 03:20

Suzanne: He has the invisible man costume on.

03:21 - 03:22

Cathy: That's it. It's working well! Ok.

03:27 - 03:29

Suzanne: Ok Director's Report.

03:30 – 04:05

Lydia: Ok, so, I can pull it up on the screen here. You can see the contract account balance is \$1030.82 right now. Most of the checks have been written for the year, including, our insurance.

So, there's a possibility that we would get reimbursed for some of the bat exclusion work that was done, but probably not the entire amount, because there's not the entire amount in the account.

But that would be the last check to be written for the year of one.

04:06 - 04:10

Cathy: I'm sorry Lydia, though you will get reimbursed for what?

04:10 - 04:11

Lydia: The bat exclusion.

04:12 - 04:16

Cathy: Oh, bat exclusion, OK. Critter control?

04:17 - 04:20

Lydia: Yes. And...

04:20 - 04:23

Cathy: We may get reimbursed by whom?

04:24 - 04:35

Lydia: So, basically, it would be money moving between the two accounts, So from the contract account, which is what's on the screen right now, from that to the association account, which is what we saw on the last report.

04:36 - 04:39

Cathy: Ok, gotcha, OK. Thank you.

04:41 - 05:34

Lydia: Current payroll projections have a library well under personnel budget and system paid expenses mostly due to the hours being voluntarily swapped between the library clerks and the pages.

The pages are obviously cheaper labor. That changes pretty significantly plus.

We had a clerk but out for most of the summer vacation, so that also plays into that surplus there. We do have a new page, Amy Horschel who started in October.

Then as far as reimbursements, the mileage reimbursement has already gone through.

So, that was for my trip up to Erie County Health Department.

Jumping around a little bit here, but we are still having a bit of a bat problem at the library. We had a few more. I'll actually scroll down to where that was.

05:35 - 05:38

Cathy: Was the work done guaranteed?

05:40 - 05:41

Lydia: It's an old building. There's no guarantee because of that.

Basically the issue is that they're probably getting into the chimney, because the chimney, the mortar in-between the chimney is crumbling on an ongoing basis.

Filling it in is going to help, but we can't keep it tight. So, he's been really good about getting right here and getting these bats out. So my advice is to take it down as soon as the temperature in the spring allows.

06:12 - 06:12

Cathy: What is that sound? (Loud static)

06:13 - 06:13

Suzanne: Yeah, what is that?

06:21 - 06:26

Cathy: Is there white noise or something? I don't know what's going on there.

06:26 - 06:27

Suzanne: Ok.

06:30 - 06:33

Kami: I'm at works and they're playing Christmas music. I don't know if that could be it.

06:35 - 06:36

Matt Boyle: Oh, I don't know.

06:38 - 06:43

Cathy: Ok, OK so a recommendation.

06:43 - 06:45

Lydia: To take the chimney down, first thing.

06:46 - 06:48

Cathy: Because we don't need it basically.

06:48 - 06:54

Lydia: It's not being used and we don't want bats to get back in to the building. Back to the reimbursement for the mileage. The bat that was here on the eighth of November was inside the library and was flying around while we were open. And so, at that point, because, you know, Marilyn and Heidi and were both here at the time, we were able to locate the bat in the morning, but then we did take, I took that one in to the health department for testing.

07:35 - 07:41

Cathy: Yeah, I will, I mean, I don't know if we need to make a motion, but I'll definitely for that.

07:42 - 08:13

Lydia

I don't have any estimates.

So, until I have estimates here we can't make a motion, but I can move forward with that. I will try to get those under underway over the winter so that we can hit the ground running as soon as the weather cooperates.

The other reimbursement that I'm requesting from the Association is for the purchase of supplies that we used for painted pumpkins and that was back on October the 14th and 15th.

I had 26 people attend and bought 26 pumpkins. But they were from three different roadside stands and had to be paid for in cash. So that was my own cash that was used for that. So I am requesting reimbursement for that.

08:32 - 08:39

Linda: Didn't we vote at the last meeting, to tell you that you could get reimbursement for these things without waiting for meetings.

08:40 - 09:53

Lydia: But I still need people to come in a sign a check since I need a double signature on a check.

And then on to other financial stats of the Year End Appeals Expenditure - Every year, the Central Library does a Year End Appeal, which is part of their fundraising. And then they provide us with \$750 he spent on programming or on equipment that would be used for the public.

So back in September, we put through the reimbursement request for basically all of our summer programming.

And so it was all this summer concerts, craft program supplies and Battle of the Books materials.

Once that \$750 is spent, they will provide an additional \$250, if you request it.

So we, of course, requested it and they granted it and between that and the previous year funding, and we had about \$335 left. So we purchased a Cricket Maker.

Today, it's set up, and Heidi and I are trying to figure out how it works.

So we've got a couple of little things to figure out. The way that we're going to start with is that patrons will provide their own supplies. We will provided really basic materials like card stock, and just in a few colors if they want it.

But if they want fancy vinyl or anything like that they will have to have the materials themselves.

So that will be available for patron use.

10:21 - 10:22

Cathy: Cool.

10:23 - 10:39

Lydia: Then Program Equipment and Facility Improvement Initiative, the shed

is here it's been set up and we have the additional security cameras and the electrical line to the back yard, that's all been installed.

Unfortunately, the weather did not co-operate with the parking lot. That's a project for first thing in the spring when the weather is warm enough.

And the only other remaining purchase that we have a set of plastic Adirondacks chairs. They should be available in the Spring. So, I'm assuming they will be for sale at Home Depot or Lowe's next spring, as well.

Feed Back Issues

12:37 - 12:48

Lydia

Legislator Mills was able to secure \$2000 of funding for the libraries in his district, which includes Boston, so we're going to receive \$2000 under the Community and Neighborhood Development line.

So I've already reached out to his office to thank him, and asked them whether there were any restrictions on the use of the funding.

And they've said no restrictions at this point. He feels like we know how to use the money.

So it will still probably be several months until we receive that check.

But at that point, we'll send an official letter of thanks to them, as well.

13:14 - 13:16

Lydia

And then just some basic statistics:

So in the last few months, since the beginning of September, we had 24 new library card sign-ups at Boston.

Library visits for November, we had 940 year to date, year to date over 12,000.

So that's up 22% from last year, um, which is because we were closed three months last year.

And then circulation is, down.

It's going to still be better than last year, but not by a whole lot. We're still getting fairly equal libraries visits, people are checking out a lot fewer items. We don't have the families taking out stacks. I'm not entirely sure how did I get that back in until we're doing large scale programs.

We haven't been doing that many in library programs because of the matter of social distancing. And the fact that our community is small.

This shows you kind of a snapshot of our library programs for November and for the year to date.

And so these are the total number of programs in the age groups.

And then the total number of attendees for the year.

14:45 – 15:02

Lydia

We also have 652 take and make kits distributed. Those are the kits that people and kids can pick up and make at home.

Largely thanks to Heidi for a lot of ideas, cutting and packaging of all of those.

The library one-on-one programs were therapy dog sessions of the 136 for the year.

Adults' technology one-on-one is 41 sessions, and then we have 46 programs recorded online and over 5000 views of those videos as well.

15:18 – 16:06

Lydia

I already did that bat exclusion so we'll jump to the book sale: the Friends of the Boston Library Book Sale and Basket Raffle was very successful.

That combined total was \$ 3417.75.

Basket raffle raised \$1500 alone and the book sale was a little over a thousand.

The additional funds were from business and personal dimension during that time.

Any questions on any of that?

So then the policies and I did post these online if anybody was interested in them.

We have the sick leave policy here.

And these are all central policies:

Personnel Policies and Procedure Manual, The Sick Leave Policy, are new, well, this is an update, sorry.

The union membership, as well, is updated.

We have a new Distribution Policy and a new Internet Safety and Acceptable Use Policy.

So generally once a year we review any of the policies updated through the year and make the resolution to accept that.

16:52 - 16:54

Cathy: Are there any big changes?

16:55 - 17:01

Lydia: No mostly language, just clarifying some of the language; Some things that have come up with the pandemic and just making things clearer.

17:10 - 17:17

Suzanne: Ok, so again can we have a motion for a resolution to accept all these policies?

17:17 - 17:19

Linda: I will make a motion to accept all of those policies.

17:20 - 17:21

Suzanne: And a second?

17:21 - 17:22

Cathy: I will second it.

17:23 - 17:24

Suzanne: Ok.

17:24 - 17:25

Suzanne: All in favor?

17:25 - 17:26

Matt Boyle, Cathy, Kami, Linda

Aye!

18:07 - 18:10

Lydia: And then the last thing on my report is the Long Range Plan. Did everybody sit down and read it?

18:18 - 18:20

Cathy: Yeah, oh.

18:27 - 18:48

Lydia: I'm basing it off of a number of other library long-range plans, but I'm trying to also make it our own. So the vision statement and the mission statement are things that have existed before this long-range plan.

Those are just part of what should be included every time we rewrite this, those things should be there.

I don't feel like those need to be updated, so just take a second to read through that vision statements and the mission statement and see if there are any issues with those two things.

19:01 - 19:03

Linda: I read it - I didn't see anything.

19:12 - 19:15

Suzanne: Ditto, I already read it, I didn't see any problems.

19:15 - 19:21

Cathy: I think we had sort of kicked this around last time or whatever. I mean, it looks good.

19:47 - 19:48

Matt Boyle: Yep, looks good.

19:55 – 20:34

Lydia: A lot of it is stuff that we are working towards, anyways. You should have measurable goals with the long range plan. But part of the problem with that right now is that our statistics are very skewed by pandemic fallout, and will be for a while. So having a traditional goal like we're going to increase by X percent over the next couple of years, that's really impossible to predict at this exact moment. I don't want to set us up for something where we're looking for benchmarks that we have no way of meeting.

20:35 - 20:36

Matt Boyle: Makes sense.

20:37 – 21:04

Lydia: So, I have in there that we're going to continually evaluate through both formal and informal surveys, and we will be evaluating programs. So we're still looking for those measurements and all of those things, just not giving it an exact percentage that we're shooting for. Any questions on that?

21:06 - 21:07

Linda: No, looks good to me.

21:09 - 21:15

Lydia: Ok. I think that is everything for me.

21:18 - 21:39

Cathy: Wait a minute, just a question here. I'm looking at the threats. Well, increasing e-books. I see what you're saying that it would reduce the actual in person visits. Yeah, OK, I get it, Yep.

21:40 - 21:45

Lydia: And the streaming doesn't necessarily mean, like through the library system either. It could be, you know, through Amazon. Streaming and downloading is not necessarily a library service.

21:52 - 21:54

Cathy: Yep, it makes sense.

21:57 - 22:09

Suzanne: Other questions or comments about the long-range plan? Then we

need a resolution, again, to accept the long range plan.
So a motion to accept the resolution to accept the Long Range Plan?

22:13 - 22:15

Kami: I could make a motion.

22:15 - 22:17

Suzanne: Ok, Kami and a second?

22:18 - 22:19

Linda: I can second.

22:19 - 22:22

Suzanne: Ok, it's Linda Seconding.

22:23 - 22:23

Linda: Yeah.

22:31 - 22:45

Suzanne: Next is President's Report.

Since nothing is going on, I don't have a report.

But one thing I do want to call your attention to is at the bottom of the agenda of the meeting.

Dates are set for next year. When you get next year calendar you can put them all in. So our next meeting date is February 8th at 6:00. Hopefully in person. We'll see.

23:02 - 23:26

Lydia: I would mention that we do have to start considering that continuing education element. And that's something that, you know, we can definitely plan into a meeting.

If we know there's a meeting that everybody's going to be attending, we'll pull up a webinar and watch a webinar or something like that.

On Trustee responsibilities and then everybody can check off that requirement for the year.

23:28 - 23:35

Linda: Ok, did I read that we have to do two hours Starting next year or 23.

23:35 - 23:39

Lydia: I think its 2023 too.

23:56 - 24:02

Linda: I thought it said we needed to have those two hours as of 2023.

24:05 - 24:06

Suzanne: I think you're right.

24:11 - 24:27

Lydia: Obviously, we're not going to sit and watch it to our webinar in a meeting for two hours. But there are plenty of the activities. There are also tons of webinars. Suzanne, what's the official name of the book club?

24:28 - 24:31

Suzanne: I think it's just being called the Trustee's Book Club.

24:40 - 24:43

Lydia: And most of those, I think they've been timing those after work hours, right?

24:44 - 24:44

Suzanne: Yeah.

24:51 - 24:54

Lydia: Ok, I think that's everything from me.

24:55 - 24:58

Cathy: Do we have any old business?

24:58 - 25:02

Suzanne: No old business, we just covered new business.

25:03 - 25:39

Suzanne: Yep, so then if we're all finished, any other comments or concerns, questions, nothing, OK. Then we need a motion to adjourn. Think Linda made a motion to adjourn she raised her hand?

25:39 - 25:41

Matt Boyle: Yeah, I second it.

26:19 - 26:26

Matt Boyle: And the reason we went to this platform, to this is because that the library wants us to use this one.

26:27 - 26:34

Lydia: No, we went to this one is because, if we're having an online meeting now, everything has to be transcribed.

26:34 - 26:37

Lydia: So, it has to be recorded and transcribed word for word. This particular platform will transcribe.

26:41 - 26:44

Lydia: We have to go back and edit it, but it will be transcribed

27:04 - 27:05

Matt Boyle: Ok, thank you.

27:56 - 28:01

Cathy: Ok, alright, well, I hope everybody has a wonderful Christmas.

28:03 - 28:04

Linda: Happy Holidays.

28:05 - 28:05

Matt Boyle: Merry Christmas.

28:08 - 28:08

Lydia: All of that.

28:09 - 28:10

Suzanne: Merry Christmas, everyone.

28:14 - 28:15

Cathy: We adjourned at 6 30.