

**THAYER MEMORIAL LIBRARY
TRUSTEES MEETING**

December 8, 2021

ROLL CALL

The meeting was called to order via Zoom at 6:32 p.m.

Present were

Emily Rose, Chair
Frank MacGrory, Vice-Chair
David Spanagel, Trustee
Anne Ogilvie, Trustee
Ann Frantz, Trustee

Library Director Joe Mulé, ex officio
Assistant Director Rachel Rosengard, Recorder

MINUTES [November]

Minutes not approved, due to absence of Secretary.

CHAIR'S REPORT

Chair Rose acknowledged Director Mulé's mentoring of librarians new to the profession. Director Mulé forwarded an email to the Board regarding his work with a student at the University of Rhode Island. He shared the Library's Circulation Policy with the student who shared it with their class. Her professor's response after reading said policy was that "it would be difficult to improve what Thayer Memorial Library has written in its Circulation Policy."

Chair Rose would like to present individual photos of Trustees in the Library. Lancaster resident Peter Christoph, a photographer close to the Library, was mentioned whom Director Mulé will contact.

Trustee Ogilvie suggested that a group email address for the Trustees be available on the Town website. Chair Rose agreed it is a promising idea; Director Mulé will make inquiries.

SUBCOMMITTEES

Advocacy and Fundraising

The Subcommittee met on November 30, 2021. Trustee Spanagel will upload the Minutes to the SharePoint folder.

The Subcommittee focused discussion on the Children's Room windows project, which now has donations totaling \$8,395.70.

Subcommittee members are contemplating various ways to measure and publicize their success. Julie Brummer updated the work on the fundraising page, including information on using PayPal for donations. The page will go live ASAP and will mark the official phase of public fundraising.

Trustee Spanagel has reached out to potential donors. Trustee Frantz sent an article to Jan Gottesman at *The Item*, which will be published when photographs from the Children's Room are available.

[Upon completion of his report, Trustee Spanagel left the meeting at 7:01 p.m.]

Strategic Planning

Director Mulé, Trustee Ogilvie, and Assistant Director Rosengard met with Consultant Barbara Friedman via Zoom to discuss a process for the next Strategic Plan. Ms. Friedman recommended beginning with a meeting between Trustees and Library Staff. The subcommittee agreed that this should happen after the Special Town Meeting scheduled in February 2022.

In addition, over three months, Ms. Friedman shall conduct three focus groups with public stakeholders. Other public data will be collected. At the end of the planning process, a final focus group will be held just for Trustees focusing on Board development, responsibilities, and goal setting.

Chair Rose inquired about the emphasis and goals of the focus groups. Trustee Ogilvie wants the focus to be broad and consider how the Library is recognized in the community. She further commented and advised that the plan be centered on realistic and attainable goals.

DIRECTOR'S REPORT

Director Mulé reminded the Trustees that the budget cycle is starting soon and that the Library will likely submit a level service operating budget. He also recommends capital budget requests centering on the Library's masonry, roof, gutters, and HVAC.

Director Mulé is looking for the least disruptive way to replace the Library's carpeting, estimated at \$85,000. He believes the carpet will need replacement in FY2024-2025.

Steve Hilliger of Nova Fire Protection assessed the Children's Room leak and identified the issue as likely due to a pinhole in a roof drainage pipe. Director Mulé will seek advice from Ward Hamilton of Olde Mohawk Historic Preservation regarding the next steps. John Aubin, a plasterer, will cut out the section of the damaged ceiling, an area roughly 12x24 inches which will provide access to said pipe.

The Library's oil tank ran dry on December 4 or 5, which forced the Library's closure in the early afternoon on the 6th. The Library staff's closing assignments are updated to check tanks at least once a week. Sensors may be fitted sometime this winter as Director Mulé

looks into available options. Chair Rose offered that her husband Larry Shoer is willing to donate devices he no longer needs.

Chair Rose asked if the Board of Health has any new determination regarding in-person programming at the Library and inquired how the staff feels about masking and in-person programming. Assistant Director Rosengard reported that Staff members are comfortable with the Town's ongoing mask mandate and are eager to resume in-person programming.

Director Mulé shared that the Treasurer received the State Aid award at \$8,300, which is less than last year's award but higher than past awards before FY2021.

Upgrading the Library's burglar alarm system will likely occur in early 2022.

Director Mulé will be out of work the week of December 13, due to minor surgery. He hopes to also take vacation time during the week between Christmas and the New Year, and will be in touch with Assistant Director Rosengard during his days off.

NEW BUSINESS

None.

ACTION ITEMS

None.

ADJOURNMENT

There being no further business for the Board to consider, Vice-Chair MacGrory moved to adjourn, and Trustee Ogilvie seconded the motion, which was unanimously approved. Board adjourned at 7:25 p.m.

Respectfully submitted,

Frank Streeter
Secretary

Assistant Director, Rachel Rosengard
Recorder