

Thayer Memorial Library Trustees Meeting
May 10, 2023
Meeting held via Zoom videoconference



Roll Call

Present were:

Emily Rose, Chair
David Spanagel, Vice Chair
Frank Streeter, Secretary
Ann Frantz (absent)
Karen Silverthorn
Adam Zand
Joe Mulé, Director, Ex Officio

Melissa Carlson, President of the Friends of the Thayer Memorial Library
Susan Munyon of the Friends of the Thayer Memorial Library

The meeting was called to order at 6:30 pm. Chair Rose called the roll of attendees and opened the meeting.

Reorganize Board

As required after an election, the Board voted to reorganize. After a very brief discussion,

Trustee Streeter moved to reappoint Trustee Rose as Chair; Trustee Spanagel seconded the motion, and the motion passed on a 5-0 vote. Chair Rose accepted the position.

After another brief discussion,

Trustee Streeter moved to reappoint Trustee Spanagel as Vice-Chair; Trustee Silverthorn seconded the motion, and the motion passed on a 5-0 vote. Vice-Chair Spanagel accepted the position.

After another brief discussion,

Vice-Chair Spanagel moved to reappoint Trustee Streeter as Secretary; Trustee Zand seconded the motion, and the motion passed on a 5-0 vote. Secretary Streeter accepted the position.

Past Minutes

After reviewing the minutes from the March meeting,

Trustee Silverthorn moved to accept the minutes; Vice-Chair Spanagel seconded the motion, and the motion passed on a 5-0 vote.

After reviewing the minutes from the April meeting,

Vice-Chair Spanagel moved to accept the minutes; Trustee Zand seconded the motion, and the motion passed on a 4-0-1 vote with Secretary Streeter abstaining as he was not in attendance.

Next Meeting

The next meeting of the Board of Trustees will be held Wednesday, June 14, 2023 at 6:30 PM. The Board's meetings will continue to be held over Zoom until further notice.

Chair's Report:

Chair Rose did not present a written report. She reviewed the results of the recent Annual Town Meeting (ATM) and how they related to the Library, and specifically noted her happiness that the override had passed. She discussed possible outreach options for the Library to explain the positive effects of the override. Director Mulé explained how the override could have affected the Library's MAR and State Aid, and the interconnected effects of those things. Chair Rose asked Director Mulé to again distribute the primer about MAR and State Aid that he had previously passed out to the Board.

Building:

Vice-Chair Spanagel was pleased to announce that the Library now has \$51,000 in hand for the windows project, which consists of \$26,000 previously raised plus \$25,000 in Community Preservation Act (CPA) funds that were allocated at the recent ATM. However, that may not be enough to finish all three windows so the Library will be asking for updated cost estimates from Spencer Preservation Group. Friends of the Library President Melissa Carlson volunteered to ask the Friends for additional funds for the windows if needed.

Vice-Chair Spanagel reported on the April 26 meeting about the Library's HVAC system, which he described as very helpful. He learned the unfortunate truth that it will take at least \$1.2 million to bring the Library up to current codes for HVAC. This includes the installation of heat pumps and a variety of other energy saving measures as per the current building code. Chair Rose noted that the vendor was very creative in terms of how to retain and maintain the current HVAC units. Director Mulé expects a full report by the end of the summer, including cost estimates for all options.

Memorial School Reuse Committee:

The Memorial School Reuse Committee (MSRC) has not met recently, so there is nothing new to report. Secretary Streeter updated the Board on various development options that had been discussed and noted that virtually all uses require the building to be demolished before they could be implemented. This also means that the site of the school should affectively be considered a vacant lot for purposes of any use analysis.

Advocacy and Fundraising:

Vice-Chair Spanagel reported that fundraising has been quiet recently and formal fundraising has paused until receiving clarification of tax status relative to fundraising from the Attorney General's office. The Fundraising Committee will meet again on May

30. Chair Rose again thanked the Friends for all of their work on the Library's behalf. Friends President Carlson reported that the Friends' Treasurer has retired and they are looking for a replacement. She was pleased to report that the Friends have a new volunteer coordinator for membership and outreach, Suzanne, who is getting software to help manage and improve this process. The Friends are intentionally waiting to send out their annual membership letter until September.

Friends volunteer Susan Munyon updated the Board on the Friends' summer concert program. One of the concerts will be funded by a grant from the Lancaster Cultural Council and all of the others by the Friends. These concerts will be held on the Town Green starting on June 29 and are planned to run through the end of July. Friends President Carlson and Ms. Munyon discussed the Friends planned youth book sale. They are hoping to hold it in late May, but a date has not been set yet.

Policy:

A discussion of the revised meeting room policy was postponed to the Board's June meeting to allow for further revisions of the policy.

Community Preservation Act:

Trustee Silverthorn reported on the activities of the Town's CPA Committee and the results of the recent ATM. All of the CPA grants the Committee had proposed were fully funded at the meeting. However, the Committee declined to recommend a grant for an engineering study for the formal former Memorial School as the proposal received by the Committee was deemed to be too vague. The Committee is getting signage to say "funded by CPA" to go near funded projects. Trustee Silverthorn asked the Board to consider if there are any new grant requests that the Library could make of the Committee.

Director's Report:

Director Mulé referred the Board to his written report. Chair Rose asked about the ongoing repairs to the statues of the four seasons that were previously outside of the Trustees Room in the lower level of the Library. Director Mulé responded that the repairs to the first statue were complete, but the statue had not been returned yet. Chair Rose noted the retirements of Janet Baylis and JoAgnes Santangelo.

Director Mulé reported that the library had turned back \$50,000 in previously allocated capital funds to the Town as a part of the annual budgeting process, but he was pleased to report that the Library received \$250,000 from the Town's ARPA funds. This will allow for the completion of the windows project and will provide air-conditioning for a few more rooms in the library, including the Director's office, which desperately needs it. Director Mulé recommended waiting to request the Library's \$2 million capital proposal for a thorough renovation of the building until FY25 so there would be no competition at the 2024 ATM between the Library's request and the funds needed for the new High School.

Director Mulé proposed using some of the ARPA funds to meet some of the Library's urgent needs and not waiting for future money in FY25. The ARPA funds must be spent by the end of FY25 anyway. Director Mulé reported that replacing the carpet in the Library will cost about \$80,000 and that he will need bid documents and a full scope of work.

Chair Rose asked about putting up plaques to acknowledge donations to the Library. Director Mulé responded that the Board needs a policy about this including when to put up plaques, when to remove them, and what sort of donation merits a plaque in the first place.

Director Mulé reported that the Library is beginning to exhaust its appropriated funds as it comes to the end of the fiscal year. Once all appropriated funds have been exhausted the Library will move to spending its non-appropriated funds. The Board discussed how that will affect the Library's budget.

New Business:

Chair Rose asked the Board to consider a date for a staff appreciation event. The Friends' book sale will be held on the last weekend in September, which is the 29th and the same weekend as First Church's annual Horseshed Fair. Chair Rose encouraged the Board to pick a date for an appreciation event, and will poll the Board accordingly.

Trustee Zand discussed a possible schedule for field trips to libraries in Leicester and Oxford to review their facilities. The Board chose May 31 at 10 AM as the time to start and will meet at the Library to carpool.

Adjournment:

There being no further business for the Board to consider,

Secretary Streeter moved to adjourn; Vice-Chair Spanagel seconded the motion, and the motion passed on a 5-0 vote.

The Board adjourned and the Zoom meeting ended at 7:57 PM.

Respectfully Submitted,

Frank S. Streeter, Secretary

List of Documents:

Agenda

Chair's Report

Director's Report

TML Fundraising and Advocacy Report