

Thayer Memorial Library
Trustees meeting 4-12-23



Call to Order: Emily Rose, chairman; Joe Mulé, library director; trustees David Spanagel, Ann Frantz, Karen Silverthorn and Adam Zand.

Visitors: Melissa Carlson of Friends of Thayer Memorial Library (FTML); Richard Trussell, resident. Emily called the group to order at 6:32 pm.

Approval of minutes: Deferred until the next meeting for Frank Streeter's presence.

Set Date of Next Meeting: 6:30 p.m., May 10.

Chairman's report – Rose

Emily mentioned minor town budget report mistakes and concerns re-listed all library positions as full time. There are too many.

She noted that members have been taking the required state ethics training online, and considers the new training a better version; David concurred.

Emily brought up the subject of acknowledging deaths among significant donors or volunteers, and noted that a letter was going out to the Stephen Quill family. Melissa Carlson (FTML) said sometimes messages are returned because a Friend, etc., has died, so she will inform the Trustees. They, or FTML, may acknowledge a death.

David Spanagel reminded all that, at Annual Town Meetings, a list is read of those who served the town and have passed, but agreed for the Library to send messages to survivors is a good idea. He suggested that a brief note could be posted somewhere, acknowledging shared loss, for example by posting inside the Library or including a mention in the Library's annual report.

Emily said the candidates' night had been well attended by candidates and interested persons. There are contested races in areas where there previously had been none. The candidates were thoughtful and considerate, she said, adding that she encouraged everyone to visit the library in April. She related how one visit sometimes has led to regular visitor status.

Subcommittee reports:

a. Building, Joe Mulé:

Joe asked Adam to talk about Tuesday's feasibility study group meeting with the Spencer Preservation Group. He said Lynne Spencer, principal, and her team did a great job setting the agenda and bringing materials that would let Library personnel know where their thoughts were.

According to Adam, there have been meetings with various engineers for evaluating the building as built, how well it was constructed, etc., and to study the engineering that went into Memorial Hall. They have discussed current systems, e.g. HVAC, regarding how well they're holding up and what might need replacement.

David mentioned the design is one of several versions as time goes by. Plans are in high flux. Emily Rose said after an hour's discussion it was agreed that SPG will bring engineers along to their next meeting, slated for April 26 to discuss many design ideas, with the goal of narrowing it down to what's most needed and most feasible.

This will be reviewed at future meetings. Primary now, though, is to make sure the building is still secure. Group includes Emily and Adam, David Spanagel, Joe Mulé, and one or two town officials (Town Planner Jasmine XMXM and/or Town Administrator Kate XMXM).

Joe stated, "It's a tough process—thinking, repairing, replacing what needs replacing. The engineer's schematic seeks to define the library plans for handling problems and potential." Library and its consultants will talk much more about this, he said, and discuss some of the ideas with staff members, for their input. For example, he noted, the surveillance system, circulation desk location, museum, etc.

We have good structure, Joe said, but some important matters were identified and they will be considered. Engineers, architects reports have been very interesting—HVAC, carpet, roof, etc., are all being considered, such as a fire suppression system, circulation desk location, and the Library's museum.

"Down the road, we will emerge with plans for building systems to be efficient and up to date," said Emily.

Joe said the library has a \$50 K matching grant ready to go, but needs to get it re-voted. "Otherwise, we can't fulfill what was voted on."

The windows project is in hiatus, David Spanagel reported ... "We still have \$26,000 and can get a match. Project is not on town meeting warrant.

b) School Re-use, Frantz:

There is no report; Dan Lapen, chairman, postponed until after the Town Meeting vote.

c) Advocacy, Spanagel:

He reported that the group met March 28 with eight in attendance. Because of April 1 event at library, he asked the fund-raising committee to assist with set-up. Attendees were very interested in speaker topic (Pastor Weems).

Also, the group will consider potential future speakers. Joe felt positively about providing a service to the public and helped illuminate the idea that there is more ground to be explored in this event area.

d) David reports that Friends has purchased a new software library that allows interface with various library systems, e.g. the event calendar, meetings, use of study rooms, museum passes, modules, etc.

The system allows users to go in and reserve museum assets and rooms (frees up staff also), and assures that next year's quarterly contributions and other resources will be funded next year. System keeps statistics on library use.

d) Policy/meeting room:

A vote was held off. Not ready on time. Will do for next time.

Discussion held re patron policies with regard to behavior and unattended children. Rachel is updating for further consideration.

e) Community Preservation Act (CPA): Silverthorn - No report until after Town Meeting.

4. Director's Report

* Rachel Rosengard, assistant library director, has reorganized the reference room, weeding and consolidating its contents. She has opened up space in the room. Library staff will relocate the stacks, which are now stowed in the Trustees meeting room. Joe will review them before moving.

* Rachel also set up hourly bathroom checks to safeguard against future anti-semitic graffiti, as happened recently on a poster (displaying connotations of anti-Semitism).

* Joe is organizing the budget to be on Library webpage before Town Meeting. As it seems many residents don't yet know about the town override request, the group discussed ways to get the word out. Joe is working with Lancaster department heads to put together a pamphlet, explaining all, for distribution.

* Budget wise, we're on schedule, Mulé said. There's a gift of \$3,200 from Assabet, and \$3,000 in addition from Friends for final quarter.

This leaves \$2,180 left from appropriated funds so far. "We don't have enough until July 1, so that probably means we won't have much money left for supplies and services. We may need to request more money from Friends to support our book budget. If an override doesn't pass, the Library could lose its ability to attract grants like the Rosemary Davis grant (7-8 K plus).

* "We're ready for whatever happens," said Joe. Melissa Carlson and David S. are working with a group of about eight who seek to get people to know there is an override and promote all the reasons why it's important. Since there's no longer a widespread e-mail blast to townspeople, the group discussed ways to get out message regarding the override, and upcoming town meeting through schools, Facebook pages, town cable television, etc.

New Business

Emily said she'd like to coordinate a staff appreciation, and asked the group to consider where and when. Joe is to pick a date.

Adam reported talking about the Library with World Farmers group near the Post Office. They are willing to meet with the library about creating a seed library. Joe is favorable, as is board (informally). Need details. Adam will pursue.

Review ACTION items

Attend TMeeting

Adam Zand also mentioned that it might be interesting to organize a couple field trips re ideas for museum info, etc. Leicester public library has nice organization inside. Suzanne Hall is contact. Oxford has a diorama museum.

7. Adjournment May 10, 8:32 p.m.

David Spanagel moved to adjourn, seconded by Karen Silverthorn.