

Board of Library Trustees

Minutes 12/14/21

Present: Monika Brodsky (Chair), Jeanne Hagelstein-Ivas (Vice Chair), Christine Smith, Kathryn Mudgett, Kathleen Fitzgerald, Sarah Cassidy, Rachel Breen (Acting Director)

Call to Order at 7:02 PM

Public Comments: None

Additions to Agenda: None

Minutes of 11/9/21 approved unanimously on motion by Chris and second by Kathryn.

Prison Book Program: presented by Alison Demong with discussion. Alison is president of a small organization based in Quincy which tries to get books to incarcerated people who request books. Organization can only accept paperback books in good or like new conditions. Acting Director Rachel Breen and Alison will keep in contact with each other as some books may get removed from NPL collection. Alison may also contact Friends of NPL.

Director's Report: Rachel and Teen/Technology Librarian Emily Goodwin met with members of the Commission on Disabilities to discuss accessibility issues and options. Among options: keyboard modifications, software for blind and visually impaired and a wheel chair for library use. Rachel and Emily will follow-up with further investigation. Costs TBD. For statistical information refer to submitted written reports.

Financial: At end of November, 2021 the balance in Personnel Services was \$330,484.16; balance in General Expenses was \$105,555.47. Attention was called to the Electricity line which is now over budget by \$2,113.51. Total money collected for July through November for fines is \$1,068.46 and for copier use \$609.00.

Friends: No news but Monika will touch base with Penny.

Library Building Committee: Project closeout continues. New signs for Parking Lot arrived and were installed. Car charging station is up and running. It is free of charge during library operating hours, but off when library is closed. Rachel is monitoring how usage affects electricity use. Carpet section in picture book area of Children's Room was replaced but it too is unraveling. Project Manager stated that entire carpet in room will be replaced at no charge to Library.

Children's Programming will move indoors and attendees will be limited to 15.

Teen Room Policy approved on motion by Jeanne and second by Kathleen.

Meeting Room Art Exhibition Policy approved on motion by Kathryn and second by Monika.

State of Town Breakfast will be held at NPL on January 27, 2022 from 7:30 AM to 9AM. It is sponsored by the Norwell Chamber of Commerce.

FY 2023 Budget: Rachel prepared a Level Staffing budget and a budget with additional staffing requests. Level Staffing budget reflects the usual increase in personnel costs plus additional funds for electricity (\$26,000) and \$20,000 in books and periodicals to meet the Municipal Appropriation Requirement. Total Budget is \$808,282 which is 9% increase.

The additional staffing budget includes the addition of 2 part-time Library Associates plus more hours for one of current associates. All associates remain non-benefitted. Also add 1 15hr./wk non-benefitted custodial position. These positions were requested for FY 2022 but were not approved. Total budget is \$863,819 which is 16.49% increase.

Trustees signed both budget requests.

Library Giving Day was tabled.

Adjourn 8:15 PM.

Minutes recorded by Jeanne Hagelstein-Ivas