

## Board of Trustees, 01/10/2023

**Committee:** Greenfield Public Library Board of Trustees

**Place:** 2nd Floor Workroom, Greenfield Public Library

**Date:** January 10, 2023

**Posted Meeting Time:** 5:00pm

Call to Order: Doris Cowdrey called the meeting to order at 5:00pm

**Chairperson's statement:** This meeting is not being recorded by the Library Board of Trustees. If any other persons present are recording this meeting, they must notify the chairperson at this time.

**Roll Call:** Sarah Ahearn Bellmare, Bill Benson, Ed Berlin, Jonathan Cohen-Gorczyca, Doris Cowdrey, Joseph Ruggeri, Sam Wood

**Other:** Ellen Boyer (Director), Lisa Prolman (Ass't Director), Paul Jablon

**Public:**

- Changes/Additions to the Agenda
  - FY2024 Budget request information and advice
- Public Comment – none
- Approval of minutes from December meeting

**MOTION:** On a motion by Bill Benson and seconded by Jonathan Cohen-Gorczyca, it was unanimously **VOTED:** To approve the December meeting minutes with two corrections

- Friends Report
  - In the midst of Pints for Programs
    - social media
    - other publicity
    - new endeavor, 1/19 evening is the first event
    - three breweries already on board, with 2 more to occur as new library gets closer to being opened
      - each brewery is handling fundraising differently
      - partial profits, special bottles, entry fees for trivia event
    - if they work out well, hope to do event in future years
    - hopefully it will be a win-win for both the Friends and the businesses
  - there are a couple of other fundraising that are being investigated
  - Thanks to the Friends for sponsoring the speaker series
    - great attendance and numbers
    - previous sessions are archived
- New Business
  - Director's job description is being worked on by the advisory committee and
    - is almost done
    - once completed it will be submitted to the Human Resources department
    - would like to have position posted by the end of February, and it appears to be on track for that to happen

- Old Business and Committee Reports
  - Building Committee
    - Still under budget
    - Issue around switch gears; it is hoped they will be here in early February
    - Rooftop HVAC is also still in process
    - We can't open without these pieces of equipment
    - They are supply chain issues, not anything D.A. Sullivan has fallen behind on
  - Foundation
    - A branding document has been prepared by a gentleman named Mitch
      - it will be shown to the staff first for comments and tweaking
      - once the staff has seen it, it will be shown to the trustees
    - Foundation is financially in a strong place
    - Hale Johnson property has sold, so funds are expected to be received from that
    - percentage of people completed pledges is higher than average
- Director's Report
  - hasn't shared budgets in the past as there isn't much to share when told to level fund
  - this year the Mayor wants to see what it actually costs to run all the departments
    - budget is in two pieces; salaries and supplies
      - salaries are not ever in our control due to union negotiations for salary
        - attached are the salaries for nine comparably sized libraries
        - Mayor wants to offer \$88,000 as salary, which is the average for the aforementioned libraries; what we don't know is what other department heads in the city earn
        - requesting a half-time third person for the children's room to cover evenings, Saturdays, and program
      - working with HR to reclassify one position that is currently graded too low
    - Assistance and advice is needed with section on materials and supplies
      - MAR is required to meet state standards
      - 15% of total appropriation must be spent on materials
        - this money doesn't have to come from the city, but must come from somewhere
      - Is this the year to ask the city to pay for electronic resources in addition to physical materials? – Discussion
        - currently these are paid out of state aid; total is about \$45,000
        - suggestion to not do this in the year we are opening the new library and wait until the following year
        - question as to how State Aid would be used
          - public computers
          - staff necessities – monitors, webcams, receipt printers
        - decision to level fund all previous materials budgets then add \$5,000 to begin starting to bring funding up

**MOTION:** On a motion by Bill Benson, seconded by Jonathan Cohen-Gorczyca it was unanimously

**VOTED:** To go into executive session and close the public portion of the meeting

*Executive session called at 5:44pm. Meeting adjourned after the executive session ended.*