

Board of Trustees, 02/14/2023

Committee: Greenfield Public Library Board of Trustees

Place: Virtual

Date: February 14, 2023

Posted Meeting Time: 5:00pm

Call to Order: Doris Cowdrey called the meeting to order at 5:05pm

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 Bellemare, Bill Benson, Ed Berlin, Jonathan Cohen-Gorczyca, Doris Cowdrey

Other: Ellen Boyer (Director), Lisa Prolman (Ass't Director) **Public:** none

Changes/Additions to the Agenda – none

Public Comment – none

Approval of minutes from January meeting

MOTION: On a motion by Sarah Ahearn Bellemare and seconded by Jonathan Cohen-Gorczyca, it was unanimously

VOTED: To approve the January meeting minutes

Friends Report – none

New Business

- Director Search
 - We have 2 applicants so far for the director's job
 - There is no end date listed on job notice
 - Postings on library listservs expire in 30 days but can be renewed if need be
- Question if minutes are required from previous month's meeting's executive session
 - minutes do need to be produced
 - will be turned over to Kathy Scott at City Hall
- Old Business and Committee Reports
 - Building Committee
 - See Director's report for details
 - Foundation
 - Looking for new members as two people are leaving the board
 - Will be getting a nomination committee together for this purpose
 - Hoping to get someone who can go to other public library foundations to gather information on how they function and raise money
 - Director's Report
 - Finances
 - Expenditures section shows us over 100% spent on technology because our server died and the city's IT department couldn't cover it; money will be transferred from state aid

- Question about state aid, where it comes from, and how much it is
 - We are allowed to save it to use for other purposes
 - Ellen will run reports to determine how much we have in state aid and trust funds
- Maintenance line a result of the HVAC compressor failure
 - Council approved the money to cover this but it was voted into the wrong line item
 - will be going back to Council this month to see about getting this corrected
 - once approved money will be backfilled into library budget
- RFID project
 - Mayor has approved request to close 3/6-3/10 for the project
 - We will be closed to the public – no holds, no checkouts, digital materials only
 - RFID tags will be put in all materials; any materials that are out during that week will be captured and tagged before being put back in the collection
 - Since we will already be closed to the public Mitch Anthony will be asked to come in that Friday for the staff to see the branding document he has created
- Building project
 - Switchgear is in and wired up and is just waiting for Eversource to make it live; no set date yet
 - The after hours night gate, which closes off the library from the periodicals cafe, originally planned to be a manual gate
 - Ellen requested that it be motorized, but a manual gate was installed
 - On-site OPM and DAS Foreman don't like the manual gate for the staff and are looking into if it is possible for them to switch it out
 - concerns are for staff who might not be able to move the gate
 - additional concern for ADA accessibility in terms of staff or others who might be in a wheelchair
 - Question of how much it will cost to change this over and who is responsible for paying for the change
 - Shelving will be delivered early March
 - Furniture will arrive in April
 - The last Saturday in April, the current library will close to the public
 - We will be closed to the public the entire month of May
 - Will still fill holds
 - Will do curbside pickup while we are getting used to the new building
 - Human book chain of picture books will happen from the current children's room to the cafe part of the new building

- June 1, we will open after the ribbon cutting ceremony and speakers, probably about 11, and additional celebrations for the following two days; also looking for greeters for the following week
- Working with Mayor's Office on publicity
- Greenfield's Military Band will perform
- Paul Franz will take photographs
- We will let trustees know what assistance we will need

MOTION: On a motion by Jonathan Cohen-Gorczyca, seconded by Ed Berlin, it was unanimously
VOTED: To adjourn the meeting

Meeting adjourned at 5:46