

Meeting Acushnet Public Library Board of Trustees

March 12, 2020

In attendance: Jennifer Alves, Chair

Dina Brasseur, Director

Diane Ferreira

Jeri Howland

Henry Preston

Secretary's Report

A motion was made by Diane Ferreira to accept the secretary's report from January 29, 2020. The motion was seconded by Henry Preston. All voted in favor.

Financial Report

Dina Brasseur reported that the salary line was 67.1% spent and the operating line was 91.7% spent with a total of 72.3% of the budget spent. The energy line is mainly the Eversource bills through March and it is down 12% from last year. The large increase on the last report is most likely due to leaving the heated walkway on all night for a snowstorm in January where there were none in February. As a result, the timer was discussed. The sensor doesn't work so the heater operates on a manual timer. It can go be turned on and remain running for about 10 hours but it cannot be set to go on at a certain time. It could be operated remotely from a phone but Dina would rather have someone come to the building to turn it on. Also, having the capability to operate remotely might require a timer with specific software which is expensive. Jeri Howland moved to accept the financial report. Diane seconded and all voted in favor.

New Business

A request from the Friends of the Library to use the Community Room on Sunday, September 13th for their annual book sale was tabled as no representative of the Friends was available to attend.

A new JACE controller has been installed and seems to be working fine. There was discussion on whether to get an annual service contract for the HVAC unit. Dina received a quote from AirMasters for an annual service agreement of \$900. Dina recommended not to get a service agreement because it relies on remote support and they cannot remote connect into our network as we go through SAILS. Also, it offers only two hours of support and two updates each year. Updates were never discussed in the past with AirMasters and things seem to be working well. Dina thinks we could wait a year and then get a service agreement if it seems necessary and the Board agreed. The HVAC service contract will be discussed later if necessary.

Dina explained the library's role in the 2020 census. Today is the first day to receive postcards. An online survey is an option this year. In January, Dina went to a meeting on how the League of Women Voters could help with the census. There are five public computers and four laptops available at the library to take the census or you can use your own device with the library's WiFi. "If you aren't counted, then you don't count." The census is easy and quick. The census bureau has been working to make the website secure. On Fridays, starting March 20, 2020, someone from the League of Women Voters was going to be at the library to help with the census. This has been cancelled because of the coronavirus. After May 13, 2020, a door to door census will begin. The last day is July 31, 2020.

Dina thanked the Board of Trustees for allowing her to attend the Public Library Conference. She is still sorting through lots of information and over 8,000 librarians were in attendance. The main themes were data collection

to make sure the library represents the needs of diverse communities, social justice, inclusion, equity and how to do a diversity audit and why. Networking beyond schools and town government was encouraged. Advocacy was also discussed. Dina talked to vendors about people-counting software and she will be getting quotes for that soon.

Director's Report

On the coronavirus, the building is already being kept clean. The staff is wiping down everything more frequently, including countertops, door handles and bathrooms. The library always has hand sanitizer available at the front desk. At this time there is no plan in town to cancel anything. Fire/EMS has purchased a machine to disinfect buildings. The Board of Health is suggesting the library not cancel any programs. All agreed to keep programs going until something changes. The Legos and puzzles, etc. have been removed since cleaning them is difficult or impossible. Everything will be returned to the floor when properly disinfected.

On the January and February statistics, there was a slight dip in circulation in January in adult and YA but it went back up February. There was over a 20% increase in circulating children's books and the program attendance was steady. The computer use is up by 40% (often used for printing). There was also an increase in downloadable products.

Building Issues

A light fixture has blown out. The women's room was clogged again with leftover toilet paper from the last incident and Dina used \$300 from Building and Grounds to cover that bill. The library has collected over 70 pajamas for the Bruins pajama drive! The collection ends this week.

The next meeting of the Board of Trustees is Wednesday, April 8, 2020 at 4:30 p.m.

Henry Preston moved to adjourn. Diane Ferreira seconded. All voted in favor.

Respectfully submitted,

Jeri Howland