

**Library Board of Trustees
Griswold Memorial Library
Meeting Minutes
Wednesday, January 15, 2020**

I. Call to Order

Meeting called to order at 6:00 pm.

In attendance - Trustees: Nancy, Cheli, Jill, Betsy, Betty
Library Staff: Chelsea, Kate

II. Approval of Meeting Agenda

III. Approval of December Meeting Minutes

IV. Treasurer's Report

The Trustees reviewed the monthly budget report and signed off on it.

V. Director's Report

Please see attached Director's Report. Some items noted at the meeting:

- The Solstice Celebration was deemed a success and may be the start of a new tradition. Attendees were able to write their intentions on a wreath and the kids had a pajama dance party at the end.
- Wowbrary was renewed.
- There was a nice comment about the Library of Things.
- The Eric Carle Museum pass has been renewed.
- The Library Assistant job title and duties are under review. Chelsea will draft an updated version with the new job title of Assistant Director.
- The MBLC suggested the GML get ready for the next round of funding by clearing out the building.

VI. New Business

a. FY2021 Budget

The budget has been submitted and will be presented to the town on January 28. Doug McClay, chair of Finance Committee, visited the GML, and Chelsea reports that he was supportive and positive about the budget and volunteered to offer some advice in regards to the sump pump and drainage issues.

b. 2020 Community Survey

Surveys are starting to return. Cheli will call local businesses about donating prizes. Chelsea will create a Google calendar to coordinate times to bring surveys (and candy!) to the transfer station.

c. Strategic Planning

Chelsea will create a doodle poll to schedule a strategic planning day for a Tuesday or Thursday. She will invite Kevin, Ellen, and members of the Select Board to participate.

VII. Ongoing Business

a. Library Policies – Code of Conduct

Betsy and Betty submitted a draft of the Code of Conduct. The Board will read it on their own and discuss at the next meeting.

b. Safety

Adding bright LED lights on the exterior has not yet been addressed. Chelsea will ask Kevin about next steps and about a new latch or bolt for the basement door. Chelsea will also work on a “Closing Checklist” for staff.

c. Building Maintenance And Repairs

Chelsea will follow up with MBLC about the door and any historic preservation issues. Items in the basement that are ready to be flushed out will be noted on a deaccession list. This list will be given to Kevin, and then to a company that works with nonprofits partnering with other municipalities.

VIII. Next Meeting

Next meeting scheduled for Wednesday, February 6, at 6pm.

IX. Adjournment

Meeting adjourned at 7:23pm.

Respectfully submitted by Cheli Mennella

Director's Report to the Griswold Memorial Library Board of Trustees

30 December 2020

Section 1: Inputs

- I will be making changes to the Library Assistant job description, and updating the title to Assistant Director. Please see the old description. (Attached.)
- *Braiding Sweetgrass* has been selected for the Libraries in the Woods read! The timeline for this event/programming is as follows:
 - Feb 1: Add our programs to this [Google doc](#).
 - Feb 15: Have publicity materials ready. Note: Matt (Northfield) will reach out to last year's designer, and Karen (Bernardston) has volunteered to work on the promotional materials if necessary.
 - Mar 1 (or earlier): Books available at libraries.
- The Friends donated their annual bequest of \$3,500.
- We are tracking over budget on substitute hours. Chelsea and Kevin are scheduled to discuss prior to the January 28 budget meeting.

Section 2: Outputs

- Stories and Songs has been well attended throughout the month, with several new families and several regular in attendance.
- By February 1st, we will submit our program proposals for the *Braiding Sweetgrass* Libraries in the Woods read.
- Our application to the Preservation Assessment Grant was submitted to MBLC on January 3rd, a few days in advance of the January 6th deadline. This is the first round; we should hear back in February if we will advance to round two.
- Chelsea's byline piece, "Public Libraries Bridge the Digital Divide," was published in the December 5th edition of the *Greenfield Recorder*.
- The FY2021 budget was submitted to the Town Coordinator on December 31st.
- The Library survey will be sent out with the Town census, and a few copies are available at the Library as well. The survey is now live on the

website.

- Twenty people attended the first Library Solstice party on Friday, December 20th.
- Posters have been shared for the upcoming Bonfire, Second Saturdays, ongoing Stories and Songs.
- Staff picks bookmarks are in effect! Please see the front window of the library. Kate and Chelsea will be collecting feedback.
- Space changes included moving the magazine shelving unit, maker cart, and games. These changes have increased discoverability of the LOT and games, with people exploring these areas, and one family commented that they feel like they can more get comfortable to make a craft.
- The Safety plan was shared with Kate and Betty. A copy is available on the PC.
- Though *HP* has not yet come through with our discount membership (as of January 3rd, despite weekly contact), our new Microsoft and protection software licenses came through January 3rd.

Section 3: Outcomes

- Several patrons stopped by over the holidays to say thank you for the special place the library holds in their lives. One said she couldn't imagine living in Colrain if it weren't for this lifeline. Another, who comes in with his family regularly, borrowed his first book in decades!
- In response to the *Recorder* article about the digital divide, we received one phone call about hot spot lending (though GML does not loan a hot spot), and several other inquiries from local patrons about online resources. One person shared that he had uploaded a new music album using the library's wifi. Several seasonal visitors remarked how great it was to come to the library to get work done, and that they enjoyed the beautiful space.