

**Joshua Hyde Public Library Board of Trustees**  
**Meeting Minutes: June 13, 2019**  
**Joshua Hyde Public Library, Basement Meeting Room**

Chair Jackie Belisle called the June 13, 2019 regular meeting of the Joshua Hyde Public Library Board of Trustees to order at 6:30 pm. Attending were Jackie Belisle, Rebecca Celuzza, Melissa Earls, Pat Howard, Sandra Gibson-Quigley, Carol Mitchell, Stephen Mullen, Dave Peterkin, and Library Director Becky Plimpton.

**Minutes:**

The minutes of the 2 May 2019 regular meeting were accepted as amended.

**Librarian's Report:**

**Building Issues:**

- The ceiling leaked. Again. The Town Administrator has called in someone to look at it next week.
- Becky is still waiting for handyman Dennis Mantia to get back to her with a cost estimate for take care of the items on the building fix-it list that the staff put together.
- The Town Facilities Coordinator interviews were this week. There were two candidates.
- Becky presented the renovation plans at the June 3<sup>rd</sup> Staff meeting. They had some good ideas and the plan as a whole was received positively.
- The quilt was moved to the stairwell on 13 June as the very first step in the renovation project.

**Programs:**

- The summer reading program events have been planned and things are coming together for the kick off on June 26 and 27.
- Thursday June 27: Make Space for Reading. Nine people will present suggested titles and there will be baked goods and book giveaways.

**Other:**

- The Book Expo in NYC was fantastic. Becky, Cheryl, Sam and Gina had a whirlwind 36 hour trip and came back with many books and many good ideas.
- Tasha Mayen has been hired as our Sunday/substitute library assistant. Tammy Dufresne has been promoted to perform double duty as our page and now also as a Sunday/substitute assistant.

**Meetings:**

- Book Club; Director's meeting; Renovation Committee; MLS Executive Board; Brimfield info booth for the Chamber of Commerce; Chamber of Commerce; Book Expo, NYC; Town Meeting; Staff meeting; Queer History program; Stars & Moon concert on the Common; interviews for Facilities Coordinator; Book Discussion breakfast, and meeting with the COA director.

**Financial Report:**

- Becky reported that we needed a reserve fund transfer in the amount of \$9,019 to fund a shortfall in the Salaries line. Last year, we had a shortfall of \$9,010. Becky and Barbara

(Finance Director) have been looking at the numbers from the last two years to try to figure out why we have been having these shortfalls. Barbara has increased our salaries line by \$2,500 for FY 2020.

- No other issues were noted.

**Chair's Report:**

- None.

**Old Business:**

- Lighting upgrades. Town Planner Jean Boubon has been working very hard to be able to do the entire Library building under the Green Communities Grant. There would be all new lighting on the main floor, and retro-fit lighting in the Children's Room and basement. It would cost \$67,990 to do the whole building. The grant monies come up \$3,784 short. Jean has asked that the Library fund the shortfall and allow the entire project to be done. Steve moved to appropriate up to \$4,000 from the Hyde Trust fund for the work. The motion was seconded and passed unanimously. A letter to the Finance Committee will be drafted telling them of the vote. Jackie will sign it, and Becky will deliver it to the Finance Committee.
  - Renovation Project:
    - o The Renovation Committee met in May and reviewed the quotes for furniture and shelves. Revised quotes are on their way. The first week of July is the deadline to place orders in order to make the planned October schedule for the work to be done. The Library will close on Thursday 29 October and reopen Thursday 14 November. It will take approximately four days at both the beginning and end of that time to pack and unpack the books. Books will be stored in the meeting room, kitchen, and in the Children's Room.
    - o While the Library is closed the Staff will be working on special projects; computer work; and possibly at other Town Departments and the Tantasqua and Burgess libraries.
    - o Leslie Wong is the new Director of the Council on Aging. She and Becky have talked about having programs at the Senior Center while the Library is being renovated.
    - o The painters will be meeting with Becky next week.
    - o One issue still to be dealt with is what to do with the Historical Society cabinet. The items inside are OK, but the cabinet itself will be a problem. Sandy will talk with her husband Doug, the Vice-President of the Historical Society, about the disposition of the cabinet and its contents.
- [Melissa and Dave depart at 7:30.]
- o The Capital Plan included \$7,000 to seal the basement storage area to enable moving the networking gear there. Becky is waiting on the new Facility Coordinator to schedule and do the job.
  - o We will have a party in honor of the newly renovated areas on 22 November, the Friday before Thanksgiving.
  - Patio: Sandy asked about the background of the project. It was suggested that for the next meeting, the Board examine the area immediately after reviewing the minutes. I.e. while it is still light out. The Board will also look at the front of the Library as well.
  - Trustee Bylaws. The revised draft was presented to the Board and approved as amended.

- Trustee Complaint Procedure: Tabled until the next meeting.
- 125<sup>th</sup> Anniversary: Tabled until next meeting

**New Business:**

- Sandy noted that the lawn needs weeding. Becky reported that Leila Glaser has already talked with her and that the weeding will be done in the next FY (July).
- Betterment funds: It was suggested that the patio may be a good candidate for a Betterment project. It was also suggested that cleaning the façade of the building may be another good use for Betterment funds. Proposals for Betterment projects need to be submitted not later than Thanksgiving, so we need details about the projects and anticipated costs ASAP.

**Adjourn:** The meeting was adjourned at 7:56 pm.

**Next Meeting:** The next meeting will be July 18 2019 at 6:30pm. There will be no August meeting.

Respectfully submitted,  
Stephen Mullen  
Secretary