

**Meeting of the Jones Library, Inc. and the Town Libraries' Board of Trustees**  
**February 23, 2022**                      **9:00 a.m.**                      **meeting conducted via Zoom webinar**

Members Present:        Austin Sarat, Farah Ameen, Lee Edwards, Alex Lefebvre, Tamson Ely, and Bob Pam  
Also Present:            Sharon Sharry, Lewis Mainzer, and members of the public and press (5 attendees)

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1. Meeting called to order at 9:00 a.m.
2. Changes/Additions to the Agenda – move the report of PPP up after report of JLBC as Chair must leave the meeting at 10 am.
3. Approval of Minutes

**MOTION:** To approve the minutes of January 12, 2022. Approved 6-0-0.

**MOTION:** To approve the minutes of January 19, 2022. Approved 6-0-0.

4. Public Comment: None
5. President's Report

**MOTION:** To authorize the Board President to initiate discussion with the Town Manager concerning the Town's appropriation to the Library. Approved 6-0.

Long standing needed conversation between the library and the town about the appropriation from the town with respect to the salaries of personnel. The hope is to open up a conversation. Raised during the BCG meeting as something that needs to be looked into or plan created. Would like to follow up and will report back as conversations go on and any action that requires Board approval will be brought to the Board.

6. Committee Reports/Questions for Committees
  - a. Library Building Committee  
Waiting on approval of last member by Town Council. Have created two subcommittees, one on design and one on outreach. Design works with project design team on the details of the design and report to JBLC on any recommendations on the design. Membership. George Hicks, Sharon Sharry, Christine Gray-Mullen and Austin Sarat as ex-officio.

Outreach charged to solicit public input, reaction about design of the new renovated and expanded library as it develops. Membership, Alex Lefebvre, Anika Lopes, new member hoping to be approved by TC. First meeting is March 8 from 4-5 pm.

OPM continues negotiations with FAA regarding their fee. Do not have a proposal yet for work.

- b. Personnel, Planning, and Policy

First meeting was February 8 and playing a little bit of catchup. Desire on the part of staff to have an equity subcommittee, including funding scholarships, collection, etc.

### FY22 Library Director Goals

**MOTION:** The Board approves the Library Director's FY22 Goals. Approved as amended 6-0.

Have been updated a bit since they were created six months ago. Believe goals cover broadly and with some detail the focus of the Library Director's work. She has a lot on her plate in addition to COVID.

**MOTION:** To add a goal number 6 as follows "Develop and expand "portable" programs to sustain patron access over the next three years." Failed 2-4. (Pam, Sarat – voted yes; Ameen, Edwards, Ely, and Lefebvre - no)

Does it make sense to put in FY22 since we only have several months left in FY 22 – it is more of a long-term goal? Portable programs are one element of a much larger piece of providing temporary library services. Does it make sense to add language within goals 2 and 3 where they already exist and just 'call out' this specific aspect?

**MOTION:** To amend goals 2 and 3 to include, "including but not limited to portable programs to sustain patron access". Approved 6-0.

PPP will provide progress update next month on status of Director's FY 22 goals.

President Sarat requested that PPP think about the evaluation process for the Director, whether we want to continue year in and year out

President Sarat stepped away from the meeting and Vice President Ely took over chairing the meeting.

Want to look at updating the process of Library Director goals and evaluation.

President Sarat resumed chairing meeting.

Want to clarify the purpose and intent of Library Director goals and the relationship between the goals and the evaluation process. Original point of goals was not to list goals that are above and beyond but rather items we wanted to call to her attention and highlight them.

### c. Buildings and Facilities Committee

#### Kestrel Land Trust Proposal

**MOTION:** The Board approves the Buildings and Facilities Committee's recommendation to relocate the Kinsey Garden as outlined in the Kestrel Land Trust proposal dated January 17, 2022 and that the selection of plants and hardscapes to be moved, as well as the planning, and implementation of such move be coordinated through the Library's Gardens Advisory Committee. Approved 6-0.

Question if the HPR requires us to have historic commission approval this change? It is our understanding that the HPR only applies to what is visible from Amity and should not impact the Kinsey Garden move. However, if we vote in support of the motion, the Chair of B&F will follow up for clarification to assure there are no issues. Expressed appreciation that Kestrel Land Trust is raising funds to support this move.

#### NAL Building Project

A mandatory walkthrough was scheduled on 2/18 with several contractors attending and expressing interest in bidding on the project. Staff is ready to move but needs a date certain to properly prepare for the move. We have been told it is unlikely to begin prior to May 1. We received updated plans from the architect that reflect what spaces will be lost and or moved. We will receive a report after the staff has had time to evaluate the updated plans and determine their impact on the collection and services that can be provided.

### Facilities Report

No current problems with the HVAC system. Repairs on the roof have not been completed yet and we will need to find a new contractor to complete the work. The materials in Special Collection are not in harms way. A request was included in the JCPC FY23 budget for moveable shelves so that the collection can be moved into the exhibit room for safe keeping until the Building Project. These shelves would also be utilized in the new building space.

The library van is on its last leg. We have done all repairs in house that we can and will continue to send to the repair shop or work on in house until it can be replaced. A request was included in the FY 23 JCPC request for a replacement vehicle that will likely be electric or a hybrid in accordance with the town's push to move toward electric vehicles. Van is used to bring books back and forth between branches. Ask staff when using person vehicles to submit mileage reimbursement requests but often they don't. Are there any liability issues associated with the use of their vehicles? They would be insured by library coverage.

Is there a place for parking the van in the new building plan? The plan initially was off to the right-hand side as you face the building. There was to be a small lot for the van to be parked but fully developing the plan was put on hold five years ago. Will be developed as part of DD.

One full budget year more in current building. 4 1/2 months left of FY 22 budget and have spent approximately 70% of budget. The expectation was that this project would have already been well underway. Each of the last three budget years, we have spent more than what was budgeted. This is not due to lack of planning. In fact, the deficit has decreased each year as we have budgeted ever larger amounts each year. The actual expense are always unknown as systems are at end of life and we cannot predict what will fail. The Director and Facilities Manager have done an excellent job of trying to forecast for the budget, however any deficit comes out of the Endowment draw. When we spend more on maintenance than there is less available for materials.

### Historic Structures Report

At the request of the Board, the report is being reviewed by B&F. Currently we are looking at the report recommendations in 3 categories; recommendations that impact the Building Project to be reviewed by the Design Subcommittee of the JLBC, recommendations that already exist due to the HPR, and recommendations that lead to new or ongoing care and maintenance requirements and/or would impact future building renovations or the flexibility to rearrange the Library spaces as may be needed in the future - recommendations to be made by this committee. The recommendations are currently being reviewed by the Library Director and staff and we will report back once the process is completed.

## d. Development

### Annual Fund Report

As of a few days ago the Friends have raised \$110,000 from 613 gifts. Does not reflect response to the most recent solicitation.

### Capital Campaign Report

121 gifts or pledges in private giving as of a few days ago totaling \$1,576,092. Does not include \$1M from CPA.

Pending grant for \$50,000, have made it into the second round and will have a virtual site visit in March.

Chair requested future capital campaign reports include one amount for private giving and one amount for all other.

## e. Budget

### FY22 Budget

Spending more on maintenance than we put into the budget. Town changed its policy a year ago where it said expenses over \$10k they could deal with and anything under that is our responsibility resulting in the library

handling more of the smaller expenses than used to. Believe in FY23 should be budgeting more for maintenance reserves.

FY23 Budget Request

Deadline is approaching and meeting scheduled for March 4 and March 8 of the budget committee.

9:55 President Sarat exited the meeting and Vice President Ely took over as Chair.

f. Investment

Quarterly Report

13<sup>th</sup> month that endowment is in excess of \$9m. Since January 1 fairly consistently going down. As of 1/31/22 \$9.5M in Endowment \$786k in Woodbury. Met with Vanguard and reviewed projections for next 10 years. Expect to just balance amount we withdraw. If we want to continue to grow to meet inflation will need to add gifts.

Question was asked in the budget committee if we have any clear information about the amount we pay in fees? Pay about ¼ of 1% as fees ~\$25,000 per year. Comparatively, prior to Vanguard paid almost double that.

7. Friends of The Jones Library System Report

Booksale and golf tournament were suspended. Friends gave gift cards to library staff. 2 new members to the Friends Board - Carol Johnson and Matt Larson who has experience working with nonprofits. Provisions raised \$1,800 on behalf of the library. Projects ideas - cookbook and travelers' guide to Western MA. Book sales – got out of the habit of library selling books but now back collecting books for sale. Advice on the newsletter that might be more up to date in terms of personalizing, telling people how the library is giving and including human interest stories. Possible event fundraiser saying goodbye to the building as we knew it.

Would it be possible to do a joint fundraiser with Kestrel in the backyard as a celebration? Also, something at the re-opening of the North Amherst Library?

8. Director's Report

Exciting month with subcommittees getting back to work. Want to express appreciation to Trustees and staff. Staff is still working under COVID but continue to work with compassion and kindness. Town has begun to talk about lifting the mask mandate. Health Director talking about waiting until after spring break and return of students. Will have to make a decision in the future about masking at the library since we service the entire community that also includes children who are not eligible for vaccine yet as well as others who may not be able to receive the vaccine for health reasons or are otherwise immunocompromised.

Meeting adjourned at 10:11 a.m.

Respectfully submitted by Alex Lefebvre