

Meeting of the Jones Library, Inc., and the Town Libraries' Board of Trustees
November 16, 2022 5:00 p.m. meeting conducted via Zoom webinar

Members Present: Austin Sarat, Lee Edwards, Farah Ameen, Alex Lefebvre, Tamson Ely, Lee Edwards, and Bob Pam
Also Present: Sharon Sharry, Katherine Whitcomb, Lewis Mainzer, and members of the public (1 attendee)

- I. Meeting called to order at 5:02 p.m.
- II. Changes/Additions to Agenda - none
- III. **MOTION:** To approve the minutes of October 19, 2022. *Approved 6-0.*
- IV. Public Comment - none
- V. President's Report
 - A. Want to express gratitude for service on the Board of this Library system and in particular for Library Director and staff. Want to remember especially all of the efforts during the pandemic.
 - B. Space-Planning exercise was done by the Library in 2012. It was done in a public manner, meetings about the exercise were held. Board Committees were informed and the entire Board discussed the space planning. When the study was done, membership of Board at the time was Austin Sarat, Sarah McKee, Emily Lewis, Carol Gray, Chris Hoffmann, and Michael Wolff. In countless meetings over the last several years when the building project was discussed, the space planning study was referenced repeatedly as part of the decision to move forward with the project because the community and Library needs could not be met in the current building.
 - C. JLBC will resume meetings on December 1st.
 - D. Trustee Bylaws
 1. **MOTION:** To approve the revised Trustee Bylaws. *Approved 6-0.*
- VI. Committee Reports/Question for Committees
 - A. *Library Building Committee* – things are ready for committee to resume its work.
 - B. *Buildings and Facilities Committee*
 1. B&F met yesterday on November 14. Ford is struggling with supply chain issues so still do not have a delivery update on the van. Currently fixing the van as needed to keep operable. It is due for an inspection in February which could be problematic depending on what it needs to pass inspection. Last year we were able to do some body work to get it passed.
 2. No news or updates on the NAL. Appears to be on schedule.
 3. Tent has been taken down, but the frame remains up in the event we will use again next year. If we decide to continue its use, we will need to get an extension on the building permit from town.
 4. George and Sharon provided a tour to Rob Morra (Building Inspector), Jeremiah Laplante (Facilities Supervisor), Stephanie Ciccarello (Sustainability Coordinator) and Sean Mangano (Finance Director). The tour focused on the mechanicals of building and atrium. Gave an overview and what has been replaced. It was a very productive tour since none of them had been in the building to see mechanicals and how building was designed in the 90's to be heat and cooled. George and Sharon met with the group last week to go over what they saw on the tour. There is no specific plan put in place yet. At the brainstorming phase of what next steps might be if project does not to proceed. Hope to have the

group attend our next B&F meeting tentatively scheduled for December 20 at 9am to begin discussions around suggestions, next steps and general planning.

5. Bob Pam requested to be included in a mechanical tour if another one is done in the future.
6. Question if it would be possible to have the engineering or architectural department at UMass be able to do as a project on the building like done with the landscape architecture students. We can certainly approach them but want to make sure expectations are clear. The landscape students are sophomore students and projects are not actionable per se. The professors leading the class have stated that these are ideas presented by students in the early stages of their degrees. If we are looking for 'actionable' work, would need to approach UMass and pay for the cost of the work.

C. *Personnel, Planning, and Policy*

1. **MOTION:** To approve the Library Director's request to deaccession out of scope items from the Amherst Historical Society transfer. *Approved 6-0.*
2. Katherine Whitcomb explained that a mass transfer of items came in April. Multiple boxes of paper documents gifted as part of a long going partnership with the Strong House because we have better facilities for storage of paper items. Have already had several boxes of items have been storing for many years. Have gone through all items sent over in April to determine if they are valuable to our collection. This is the first round of items identified to deaccession, either no provenance and can't prove a connection, or the donor only lived in Amherst, or we already have copies or better copies in our collection. The Strong House would like to have any items we are not interested in keeping, they would take them back and then determine what they will do with them.
3. Question if it would be possible to have deaccessioned items put in the collection for people to be able to leaf through these types of documents that would not be typically available out in the regular collections? The Strong House wants them back and we don't know yet what they will decide to do with them. If any books want to be retained to be in the public use, still want to deaccession from Special Collections and transfer to another department. The space within each department is limited and concern that adding books or documents to departments that they are not requesting puts a strain on their already limited space to hold their collections.
4. **MOTION:** To exclude the following books from deaccession based upon their potential use as examples of historical reading matters. *Failed 1-5 (no -Lefebvre, Ameen, Edwards, Ely, Sarat)*
 - a. *Night before Christmas illustrated*
 - b. *The Improvement of the Mind*
 - c. *New language Lessons: An Elementary Grammar and Composition*
 - d. *Western Massachusetts: A History, Volume 1-4*
 - e. *Mayflower Families through 5 generations, volume 2*
 - f. *America's first trained nurse*
 - g. *American Preceptor; Being a New Selection of Lessons for Reading and Speaking*
5. Criteria for selection was – good condition, samples old enough to have historical value.
6. Comment that every item we keep in the catalog we get charged for, so would not want to include these as circulating items included in the catalog.
7. Question if the agreement with the Strong House allow us take these from special collections and put in the mainstream collection? Deed of gift signed in April, the Strong House is given right of first refusal of anything we decide to deaccession. Concern expressed that some of the books are racist and should not be put in the children's department.
8. *Equity Justice and Inclusion (EJI) Subcommittee update*
 - a. first meeting is the 18th will be a get to know each other and schedule the next meeting.
9. **MOTION:** To accept the Library Director's Annual Goals for FY23. *Approved as amended 6-0.*

10. Concern that programming is overweighted to children's programming and underweighted to adult programming. One person in charge of adult programming and multiple staff members in charge of children's programming. The requests are coming from staff. Currently use volunteers for adult programming, the cost difference is not reflective of the number of programs. Adult and children offer the same level of programming.
11. Added language to section 5. to include the Equity Justice and Inclusion Committee by unanimous consent.
12. **MOTION:** To approve the Library's FY24 Action Plan. *Approved as amended 6-0-.*
13. Format for the Action Plan was developed by a consultant many years ago and has been used for several years. PPP would like to change the model we use however the document is a required document to be filed with the the MLBC on December 1. Planning to look at different models and propose different type of Action Plan in the future. Will also be sending to the EJI subcommittee for review.
14. Need to amend the document to clarify the facility is Jones Library building.
15. Develop alternate plans in case the Jones project does not proceed. – added by unanimous consent.
16. Need to clean up numbering and sub numbering. C.i. should be labeled D.. E. Add alternate plans C.ii. should be F., D. becomes G. and E. becomes H.- changed by unanimous consent
17. Expressed appreciation that PPP will be reviewing and updating this document and requested that a draft be presented to the Board with enough time to provide feedback on the new model.

D. *Development*

1. Annual Fund - \$16,819 (as of 11/15/22)
2. Capital Campaign \$1,837,704; \$3.1MTtotal
3. December 4 – brunch in the Library for people with UMass connections. First planning meeting for the event on April 29, 2023 for the celebrity fete kicking off a more public capital campaign

E. *Budget*

1. Met November 10. Town decided it received additional aid or budget was such that it could increase the amount provided to town, schools and Library by .5% which represents additional \$10.600 for the Library.
2. In response to the request made to explore additional ways of funding if the project does not proceed– working on arranging a meeting with a bank on possible options. Intent is to have the meeting prior to the first of the year.

F. *Investment*

1. As of 10/31, Endowment \$7,803,407 and Woodbury \$640,570

VII. Friends of the Jones Library System Report – Conflict of Interest requirement as a nonprofit. Change in officers of the Board of the Friends. Reminder that anyone who contributed money in the last year is part of the Friends and encourage them to think of themselves this way. Friends voted to continue membership in Chamber of Commerce. Discussion of different fundraising used by Friends of other libraries.

VIII. Directors Report

- A. **MOTION:** To approve \$14,878 for Library programming from the Woodbury Fund as approved by the Friends of the Jones Library. *Approved 6-0.*

Meeting adjourned at 6:37 p.m.

Respectfully submitted by Alex Lefebvre