

Minutes from Library Trustee Meeting

April 18, 2024

Present at WABL: Janet Moore, Caroline Moulton, Julie Matz, Tina Nussbaum Wagler, and Michaela

Public: Donna Dulcos

Meeting started at 7:30pm

1. Secretary's report and approval of the minutes
 - Caroline moved to accept the minutes
2. Treasurer's report, discussion of the budget, approval of the report
 - No report this month
3. Approval of Friends' Memorandum of Understanding (MOU)
 - Moved to accept
4. **Library Director's Report**
 - Activities scheduled every day for April vacation
 - Circulation numbers are going up
 - Every week at least one new person
 - 47 Taylor Swifties at the party today!
 - Ramp will come up from both sides of parking lots to one central entrance
 - Sent article to Andover Beacon about minigolf - and looking for sponsors
 - **Kdg bootcamp - May to August**
 - Library will host a lunch or dinner for families of rising kindergarteners
 - There will be a few activities that are kdg readiness
 - This will happen once per month through August
 - Allow families to meet one another and help kids with readiness activities
 - Michaela had reached out to kdg teacher at AEMS to ask what they would need
 - **May plan**
 - Murder mystery interactive game in the library
 - Bluey party - Wednesday, May 8th - 45 people have RSVP'd but may need some help - will hopefully link to the Kdg bootcamp
5. Report from chair regarding All Boards Meeting on 4/13
 - Purpose of the meeting was to discuss common procedures for all groups
 - The town has hired a recorder for all meetings but library will maintain existing secretary for notes
 - Secretary will send draft of minutes to trustees within 72 hours
 - Secretary will then send the edited minutes directly to Christy Perkins
 - Janet proposed the idea of a library assistant in the future and that would be a budget increase - discussed what that may look like - also placed in parking lot for future meetings

6. Election of officers for the coming year

- Treasurer - Susan and Julie are working together for the audit
 - Janet nominated Julie
 - Approved
- Secretary
 - Caroline nominated Tina
 - Approved
- President
 - Julie nominated Janet
 - Approved

7. Alarm options for WABL

- **Capital alarms**
 - Installation \$490
 - \$240/year for monitoring
 - Appointment for Friday, May 3rd at WABL 10:00 am - Julie will be present
 - They may be able to install it that day
 - Thrift shop has been using Capital for a few years
 - Trustees approved the installation of panic button by Capital Alarms at WABL
- **Mason alarms** (wanted two quotes)
 - Quote \$1600 for installation and 1 year of monitoring
 - \$459/year for monitoring
 - Timeline - soon

8. Fourth of July

- Michaela will be liaison for the 4th with the Friends group
- Ask Friends group if they can take on the task of overseeing process for books that didn't sell

9. WABL building repairs

- Posts at the entrance to the library need to be replaced
- We need to see if we have funds left for repairs
- Michaela will ask Dana about this or see if he knows someone who can do the repairs
- Shelf installation - Jim Delany may be interested?

Meeting adjourned at 8:25 pm

To do:

- Janet will review the library director job description
- Julie will meet with Capitol Alarm on Wednesday, May 3 at 10am at WABL

Parking Lot:

- Community Read
 - Concord is doing this now - Unlikely Animals about Corbin Park
 - Sy Montgomery's book?
- Brainstorming ideas for a library assistant job description, thinking about what makes the most sense, what is the timeline on this?
- Universal access ramp - a ribbon cutting and photo?
- Investigate museum passes, consortium of libraries - we have Montshire and SEE science center