

## Minutes of the Monday, May 12th 2021 meeting of the Trustees of the Pelham Free Public Library

**Meeting Date:** 5/24/21

**Location:** Remote Zoom Meeting

**In Attendance:** Jodi Levine; Gayle Barton; Diane Gray; Rosemary Agoglia; Gillian Duda; Michael Hussin, Susan Machala **Absent:** Greg Wardlaw

-Meeting called to order at 7:45pm.

-Remote participation checklist was reviewed in accordance with the Massachusetts State Guidelines for Remote Meetings.

-After welcoming newly elected member Susan Machala (who attended the May meeting as a guest), and brief introductions, the minutes of the 4/14/21 meeting of the Pelham Library Trustees meeting were reviewed and approved.

-Rosemary Agoglia was re-elected to the Board at May 11 Town Elections

-Updated budgetary figures for FY 2021 were distributed and reviewed. Everything is on track for this time in the fiscal year with the exception of a surplus in the staff salary line due to the Library being closed during Covid. There will also be some shifting of funds due to some large ticket programming items which have yet to be paid.

-Warrant was reviewed and approved by the Trustees, Gayle Barton will be signing this month.

-The Director's Report was reviewed and the following discussion ensued:

**New HVAC system** Installation is almost done. The system is being tested, workers equipment is being removed, and a deep clean is being scheduled before the reopening of the Library.

**Unused Staff Salary Funds** After a discussion as to whether or not to request a reallocation of the unused \$5,000.00 for staff salaries or have it revert to the Town, Trustees unanimously voted to let the budget stand as is. Any unspent funds will revert to the Town at the close of the fiscal year.

**Library Gift Policy** Jodi will send out the Library Gift Policy for review and updating in anticipation of the possible acceptance of a large sculpture representing some of Pelham's history. Jodi is planning on meeting with Ruth Elkin (donor of the sculpture) to assess space and protection needed for the sculpture, as well as the appropriateness of it residing in the Library. The Historical Society is another option for the piece should it be determined unsuited for the Library.

**Piano** Jodi plans to have a conversation with the owner of the piano which has been on loan for over a year. She will set up a timeline for it either being returned to the owner or relocated to a new home. The Library can no longer accommodate the piano. The space is needed for other purposes.

**Events/Community Room Policy** Jodi will send out a revised copy of the Events/Community Room Policy that clearly states that all programs in the Library space must be free and open to the public. There have been event requests for use of the Library space that would violate this guideline.

**Staffing** Ellis will not be fulfilling their position given a relocation to Conway. Ashley will pick up extra hours and Jodi will fill the gap with a longtime youth volunteer for the summer months; giving her time to look for a new hire.

**-Reopening Plans** - The May 29th lifting of restrictions re Covid by the Governor would allow the Library to open to the public sooner than was anticipated. The Trustees supported Jodi's decision to continue with only curbside pick until June 15th; at which time all emergency Covid policies will be lifted. At that time the Library will be open to visitors by appointment only and drop-in only if space is allowed. Masks will be worn by all. A broader opening is planned for June 28th. These guidelines will be reviewed at our next meeting for any needed updates.

**-Friends of the Library Update** - Both Gayle and Gillian will attend the next friends meeting set to discuss the need of the Friends' to gift money in order to retain their public charity status. Because of the large amount of money they have on hand, they may need to be reclassified as a Foundation. They also want to put a clear system in place for the distribution of their funds. It was suggested that given the Friends' past support of the Library, Trustees and Jodi should come up with ways in which Friends' money could support improvements and additions to the Library's space and services.

**Nest Meeting - June 9th, 7:30 pm** Hoping this works for Greg as we'd like to appreciate him for his service. Venue/format to be determined.

-Meeting was adjourned at 9:3pm

-Respectfully submitted, Rosemary Agoglia.