



MINUTES OF THE Manchester Public Library Trustee Board

Meeting Date : March 25, 2021

Call to Order : 11:00am

PLACE : Meeting Link:

<https://us02web.zoom.us/j/81832083134?pwd=ZGxWd3I3ellhL09vMjFNQjM3Y0VQdz09>

Meeting ID: 8183208 3134 Password: 640761

PRESENT : Ric, Dave, Dot, Sara

OBSERVERS: Becky Baun Pres of FOL; Nate Desrosiers, Facilities Manager ; Mike (anonymous)

- **Approved previous minutes of :** Feb 18, 2021 approved with one correction.
- **Directors Report** - review/discussion - Approved
- **Old Business (updates on past projects, activities)**

IV Building updates including HVAC, clock

Nate Desrosiers addressed 2 HVAC issues. 1. The air filter above the reference room is installed, waiting for Manchester Electric to do the wiring.

2. Children's Room heating coil in the crawl space under the CR has a leak caused by uneven pressure created by unbalanced AC condensers. The outside AC condenser from 2003 uses old and now banned R22 coolant. The newer, inside condenser uses R410A refrigerant. They are incompatible. Nate and the town energy committee recommends Guardian Energy's solution to install a heat pump to replace both condensers at a cost of \$26,000. The trustees will request emergency funds to cover the expense.

Ric made a motion to empower Nate and the town to make the necessary changes to replace the Children's Room HVAC. Dave seconded. The motion was approved.

Library bathrooms are again functioning. Nate called in a company to snake the pipes, twice. It was a very large blockage and probably years old.

Library clock seems to be running better in the mild weather. We still don't have a confirmed date from Steve Mitchell. Dave will ask the First Parish Church about their tower clock maintenance.

V. COVID updates re: Collection, Building, Service, Staffing-Vaccine – Cape Ann numbers are rising. All 4 towns have seen a spike in Covid cases. We are not cancelling library browsing hours as of yet. The staff has not had any exposure in the last month.

VI. Budget-Local stats, Capital item(s) – our budget was approved by fin com and BOS. Our capital item is \$40,000 to plan an ADA bathroom and redesign the Reference Room.

VII. Friends of Library-including CPC landscaping and Wishlist including Storywalk update, Annual Mtg, garden and VIII Lighting, exterior, grounds, trees, etc. -

Becky reports the Friends Annual Appeal will be mailed out soon. The Annual Meeting will be held via Zoom on May 10 at 7pm, guest speaker will be local author Jennifer Dupee. The library will promote the event. RSVPs will go to Becky for the Zoom credentials. Becky is confident that the Friends will receive the CPA landscaping/lighting grant at town meeting. She is working with landscapers. The Friends and trustees have



met with outdoor lighting companies to get an idea of what is possible and the cost of illuminating the building and grounds. Steve Rosenthal has consulted with the Friends on the aesthetics. Dave made a motion that the Trustees approve of the Friends of the Library's CPA grant proposal for landscaping and lighting of the library grounds, a \$25,000 project. Ric seconded. The motion was approved.

The hollies on either side of the entry – we received an estimate to trim both bushes from Cicoria for \$950. Cicoria is the town approved tree service. The trustees are consulting with Tom Henderson, the town tree warden, and the Friends of the Trees, to see if we can get a better price.

- **Ongoing Business (current projects and/or activities)**

IX Tech updates-inc access points, website – We are working with MVLC, the Sandra Network and Manchester Electric to provide wifi on the library grounds. Manchester Electric recommends smaller size units for the front and side of the building. MVLC tech says the connectivity between inside and outside will be seamless. Because the added exterior access to the internet will benefit families trying to do homework the trustees will use Winthrop funds for the project. We have 2 quotes, one from Sandra Network for the physical equipment and installation for \$1347.16 and one from Manchester Electric for up to \$1250 for wiring. Ric moved to approve the project and costs; Dave seconded. The motion is approved.

A discussion re the website, its age and need for updating took place. A website overhaul is a big project. Trustees agree to plan this as a capital project for the 2022.

- **New Business (current projects and/or activities)**

III Library materials, policy, current ALA, censorship issues – In light of the recent announcement by Dr. Seuss' publishers, the trustees inquired the status in our collection of the "six" books in question. Children's Librarian Carol Bender reported to Sara that we only own one title, that it was a book donated in 2020. The library has not purchased any of the 6 titles in Carol's tenure. It is not unusual that titles fall out of popularity and use and are thus weeded from the collection. Sara described MVLC's collection policy which suggests that a library that is about to withdraw the last copy of a title, reconsider. Both librarians emphasized our and ALA's policy of "Freedom to Read" and letting the public make its own choices. Our library follows the CREW method of weeding books; one guideline to consider is: Material that contains biased, racist, or sexist terminology or views.

- **Set Next Trustee Meeting** - goal is 3rd Thurs of the month. Next meeting is set for April 29, 11am
- **Adjourned** – 1:06pm

Respectfully submitted by Dorothy Sieradzki