

New Salem Library Board of Trustees, Mar. 9, 2023

Called to order 6:33 p.m. Adjourned: Present: Tracie Shea (Director); Marny Ashburne (Friends); Eli MacCullagh, Mailande Dewitt and Judy Northup-Bennett (Trustees).

A. Public Comment: Nobody present.

B. Report from the Friends: The last hybrid Reading Aloud for Grown-ups is Mar. 21. Future programs include: A Poetry Event, April 11, and a Town Election Candidates' Night, April 24. Plans are also underway for a May cooking show with Kitchen Wizardry.

C. Minutes: Minutes for the Feb. 13 board meeting were approved.

D. Director's report. (Detailed report is filed with the minutes.) 1. Tracie brought a public request to the Trustees that isn't in her Director's Report. The Swift River School has asked to put a donation container on the library check-out counter for donations for the school's Nature Trip. The discussion noted that we don't have a policy for collecting donations; by state law the staff is not allowed to handle money for donations/raffles etc.; leaving money on the counter is an issue; and we need a policy to decide who/what groups could put a donation container on the counter. Tracie will inform the school that this is not an appropriate location for a collection container. The Trustees will look at a policy in the future.

2. Susan Reilly of New Salem has begun work as the Assistant to the Director.

3. Tracie will be completing the second Basic Library Training course in April.

4. Trustee minutes will be posted on the library web site.

5. The long list of programs is in the Director's report. Tracie noted that the Tues. morning Tales and Tunes has seen increasing family participation.

E. Director's Maintenance Report: Pioneer Valley Electric (PVE) reviewed the heating system on Feb. 22 to assess the problems with leakage at low temperatures this winter. They attached some disconnected hoses. Overall, there is an issue with condensation especially in low temps. PVE recommended installing drip pans under the junctions and tying these drip pans to existing drainage. The library will have this done at a cost of \$990 which will come from a combination of State Aid funds and the annual library emergency maintenance fund. The library has already paid PVE \$494 for earlier heating system work.

Insulating the ducts is also recommended but this can be left until a future overall of the system which might be needed to replace corroded copper pipes in 3-5 yrs.

F. Lighting Upgrade: 1. Mailande reported on her investigation of the Voch Tech's credentials for the project. She is satisfied that the school is qualified to do

the project. In response to some questions from the public, she determined: a) the school has successfully completed 3 municipal projects in recent years under Alec Jillson, teacher/project master electrician; b) Alec has full electrician certifications and credentials; c) the students' work is covered by insurance; and d) they will work during the school day (8:30-2:30) M-W-F.

2. Tracie reported on a meeting Judy and she had today with Alec Jillson, the tech students and Mike Parmenter of Needham Electric. Mike will be sending quotes for two types of fixtures in the Community Room as well as for two ways of retrofitting the rest of the library fixtures to LED lighting. He will also quote prices for switches, canister lights in the kitchen area and other materials needed. His quote will give us options for the upgrade. Tracie pointed out that he will be selecting products based on availability as well as price,

3) The Trustees voted to schedule a meeting Monday, March 20 at 5 pm to review the two quotes received from the contractors with the hopes of making a decision on how to proceed with the lighting upgrade project.

Next Meetings:

Mar. 20 - Trustees' Zoom Meeting, 5 pm. Lighting Upgrade Project.

Apr. 3 - Regular Trustees' Zoom Meeting, 5pm