

Final

Hadley Public Library Trustees  
Meeting Minutes April 12, 2022  
Hadley Public Library

Present:

Alison Donta-Venman, Chair  
Alan Weinberg, Vice Chair  
David Moskin  
Maureen Devine  
Meghan Campbell, Secretary  
Jessica Kem (via Zoom)  
Patrick Borezo, Library Director  
Susan Mooring, Guest  
Lynne Latham, Guest

Meeting Called to order: 7:08 PM

*The meeting minutes from March 7, 2022 were approved unanimously.*

Building Project:

Accessibility: no update

Roof Warranty: no update

Building Noise: Patrick has been contacted by the neighbor on the north side of the building for a complaint regarding the mechanical system. Despite the building passing all code requirements, the Trustees have taken measures to get quotes for noise abatement systems and have done tests using noise measurement apps. Due to the high cost of the noise abatement system and the low levels of noise measured in the initial tests, the Trustees would like to have a more conclusive measurement of the noise in question. Patrick has agreed to measure noise levels multiple times a day through June 30th. This data will allow for a more accurate measurement of the noise levels and will include measurements when the heating and cooling system is running at full capacity.

*The Trustees approved a motion in a 5 to 1 vote to have Patrick collect data regarding the noise decibel levels through June 30, 2022 of the building's outdoor mechanical system. (Donta-Venman, Kem, Moskin, Devine, Campbell approve- Weinberg opposed)*

Solar Update: The town administrator, Carolyn Brennan and Select Board member, Jane Nevinsmith briefly discussed the status of the solar array at the Finance Committee Meeting but gave no update. Because the Library received donations that were specifically for a solar array, the Library is at risk of having to return donations if the town does not move forward on the project. In order to help the project along, it was suggested that the Trustees meet with Jane and Carolyn to initiate movement forward and to get regular updates regarding the status of the

project. Alison has given all the information that she has gathered, bids and examination of companies, to the Town Administrator.

#### Director's Report:

The patron count and circulation numbers are still up. Last month there were 2,753 patrons, an increase of 42% from the same month in 2019.

The MBLC report is almost completed and will be submitted.

The children's garden fence was installed and is working well in time outdoor programming.

Patrick is in discussions with a donor about the possibility of a donation of a bench that would be more suitable for the children's garden rather than the metal bench style that has been donated in the past.

Patrick is working on a draft of a Library Code of Conduct. Sample codes of conduct were shown. He will also refer to those of other libraries in the area. The goal of the Code of Conduct is to outline behavior that is appropriate and inappropriate at the Library and will allow the staff to refer to an official document if necessary.

There were over 20 programs offered in the last month.

There were 43 meeting room appointments.

A department heads meeting will take place the second Wednesday of the month going forward in the Kate Nugent Room. The goal of the meetings is to connect with other departments and keep an open line of communication.

The Friends have gifted the Library a New York Times Subscription.

The Friends will be hosting a Community Event along with the Friends of the Council on Aging on May 7th from 10 am-2pm. The event includes a plant sale, book sale, Lego club, crafts, cornhole, a bird watching tour and a sing along.

Patrick will propose estimates for future projects and will create a budget to have in an account of funds taken from the Community Foundation. Due to the timeline of accessing funds from the Foundation, it has become necessary to have an account with a budgeted reserve that is immediately available.

#### Nugent Room Policy:

After some time with the meeting rooms being used by the public, the trustees wanted to review any problems or concerns that the staff may have in terms of the rooms use, the time invested by the staff with organizing time slots and cleaning, as well as troubleshooting issues that arise.

There hasn't been an issue of the public requesting rooms outside of Library hours. Once the town installs the automated key card system, patrons will have access to the meeting rooms after hours as designed.

The staff report that setting up and cleaning up hasn't been problematic and it usually involves setting up chairs.

Currently appointments are scheduled by the staff. In the future, an automated system may be an option to help with scheduling.

It was discussed that a department laptop computer may be necessary. It would be helpful to have one that is set up with the OWL system. Patrick will look for quotes.

It would also be helpful to have a variety of cords available for presentations so that speakers can more easily attach their computers to our projection system as well as a list of troubleshooting tips for setting up.

**Charlotte Smith Bequest:**

The Charlotte Smith Bequest has been finalized. Approximately \$395,000 will be deposited into the Community Foundation and is unrestricted in its use. Ideas are being generated on how to acknowledge this gift. Options include but are not limited to: naming an item inside or outside the Library, a series of recurring events, literature groups, or a display about Ms. Smith and her life. Due to the significance of the gift, the trustees will return to the topic with ideas that will adequately honor and respect the donor and her gift in a way that will benefit the Library now and in the future.

The wording of the draft of the Memorandum of Agreement for the Smith Bequest was in question. Patrick will follow up to confirm that the final draft will have the edits that are required.

Patrick will also reach out to the Community Foundation to discuss and review our donor agreement, process, and investment.

**Due to time restrictions the agenda items listed as: Personnel Subcommittee, Donor Wall Notification Plan, and Friends update will be revisited at the next meeting.**

Susan Mooring, Lynne Latham, and David Moskin left the meeting.

*8:52 PM The trustees unanimously voted to move to executive session to discuss a personnel matter.*

*9:27 PM The trustees voted to leave the executive session.*

*9:32 PM Meeting adjourned*

**Votes:**

*-The meeting minutes from March 7, 2022 were approved unanimously.*

*-The Trustees approved a motion in a 5 to 1 vote to have Patrick collect data regarding the noise decibel levels through June 30, 2022 of the building's outdoor mechanical system. (Donta-Venman, Kem, Moskin, Devine, Campbell approve- Weinberg opposed)*

*-8:52 PM The trustees unanimously voted to move to executive session to discuss a personnel matter.*

*-9:27 PM The trustees voted unanimously to leave the executive session.*

*-9:32 PM Meeting adjourned*

Meeting Adjourned: 9:32 PM

Next Meeting: May 3, 2022 7PM Hadley Public Library

Respectfully submitted,  
Meghan Campbell, Secretary