

Minutes of the Richard Sugden Library Trustees Meeting

May 14, 2018

In attendance: Cheryl Donahue, Director, Deborah Kirk, Children's Librarian
Mary Anne Slack, Amy Paul, Lynn Dobson, Trustees

Minutes from the April meeting were read and accepted.

Children's Librarian's Report:

- The last Book Talk was held at WVS this month. The last of the regularly scheduled programming will be finishing in the next few weeks.
- The Children's Room received a \$500 grant from Cornerstone Bank for programs. Two MA Cultural grants were received and will be used for the Summer Reading Program.
- Debbie has been working on the space outside the Children's Room. The outside wall has been primed and seeds have been planted.

Director's Report:

- The library was granted the capital request for the boiler system part of the HVAC at the annual town meeting. Specifications for the design will be completed by Garci, Galuka and DeSousa. The job will go out to bid in the near future.
 - Last week there was another chemical smell in the building. MPC was called and it was determined that we need a new compressor for \$9000.
 - Cheryl informed the trustees that we are approximately \$20,000 over budget due to the frequent repairs to the HVAC. Tom Gregory requested that she meet with the town accountant to go through the budget line by line to see if there is any money available.
 - Cheryl attended the Central MA Library Advocates meeting in Barre on 4/30. The group is collaborating to provide de-escalation training on September 11th. Cheryl requested a later opening that day so staff can attend the training from 9:30 to 12:30. The trustees approved a 1:00 PM opening on that day.
 - Cheryl will visit DPHS to promote library services. She has been working with the media specialist at the school to provide titles for students through interlibrary loan.
 - There are now four Hot Spots for loaning to patrons.
 - On May 24th, a reception will be held honoring the library's dedicated volunteers. Each volunteer will receive a copy of Frank Morrill's book, *Spencer Through Time*.
 - Cheryl is working on job descriptions for the Children's Room in preparation for staff changes in the fall.
 - Local author Frank Morrill has filled our display case with a collection of historic photographs and cameras. He will give a talk and sign copies of his book on May 17th from 6 to 8 PM.
 - D. Famosa, L. Allington and C. Donahue will participate in several professional development workshops and webinars in May.
 - D. Famosa and K. Kristoff will attend a day of the MLA Conference on May 22nd.
- Building Issues:
- Guardian has been contacted for a quote for a new phone system.
 - Todd Pryzbycien has been contacted for a quote to repair the front door and steps.

The meeting was adjourned at 5:54 PM. Next meeting is on Monday, June 11th at 4:30 PM.