

Holland Public Library

Board of Trustees

Meeting Minutes for July 26, 2018

Members Present: Jennifer Gumlaw, Lynn Harhay, Shannon Horn-Eldred; Tracie Scott, Director

The Chairman called the meeting to order at 1:04

Meeting with Lauren Stara, Library Specialist with the Massachusetts Board of Library Commissioners:

- Construction Grant
  - There are a number of libraries that are currently on the waiting list for this from the last round, so the next round for this grant is not expected for another 4-5 years.
  - Prior to getting to this step, re-apply for the Planning & Design grant. The amounts for this grant have increased, so if we were to apply, we could potentially get more funds to add to the grant that we have already received.
- Remaining amount for existing state grant
  - Lauren mentioned that the state will be looking for a report of what we have remaining in our state grant account.
  - The report will need the following items:
    - How much remains in the account, and how much has been spent.
    - Of the amount that has been spent, what was it spent on?
    - Is the account that the grant is held in an Interest-bearing account?
  - Linda should be able to assist us with getting this information as the grant money was received a very long time ago (before any of the current board members were elected).
- Planning & Design Grant
  - It was stated that the next round for this grant could potentially be in 2021.
  - If we apply and receive this grant, one of the perks is that we will also receive guidance on what we need to do in order to prepare for and apply for the Construction Grant.
- Library Building Program
  - This program will bring together the library's Long-Range Plan and the facility's Needs Assessment.
  - Space requirements (independent of site or location) must be determined as a part of this program.
  - Library Director (and potentially a hired contractor) typically writes this.
  - This must be completed and approved by the Library Board before an architect is retained.
  - This typically take about a year, on average, to complete.
  - Additionally, the library must have a Long-Range Plan as well as an Annual Action Plan on file with the MBLC.
- Hire an Owner's Project Manager (OPM)

- This person is charged with representing the owners in any type of negotiation, conversations, etc. They are ethically bound to work for our best interest.
  - This person will have some interaction with the community, but not much.
- Good Example of a small library who has gone through the grant process
  - Monterey MA (Western MA) is a town of about 1,000 people who has recently gone through this process. They are due to break ground on their project this fall.
  - The Director's name is Mark.
  - This is a good contact to make if we have any questions.
- Local Funds Needed
  - Local funds will need to be the difference between the total cost of the project minus any grants received for the building process.
  - Grants are calculated based on a formula. Though the highest amount possible for the grant would be about 60%, typically grants will be anywhere from 45%-50% of total cost.
- Friends Group
  - A Friends Group is not a requirement to receive these grants.
  - Most other libraries utilize their Friends Group to help with capital campaigns, but it is possible to do this without out. Fundraising will need to be done by a non-profit group, whether it is a Friends Group or not.
- Items to start on now
  - Annual Action Plan – This needs to be completed annually. This should be kept on file with the MBLC.
  - Spread Awareness
    - Share limits of current library and how we would like to improve on those for the betterment of the town.
    - Start infiltrating the town's social media to spread awareness.
- Joint-Library Construction
  - Joint Library grants pay out more than single library grants.
  - Wales may be an option, but there are concerns of how Wales voted against a joint elementary school.
  - Brimfield was also discussed, but they have other factors going on that may not make them a good candidate for a joint build at this time.

#### Old Business:

- Minutes for June 21, 2018 meeting were approved by a vote of 3-0.
- Director's Report (See attached copy.)
  - Maintenance
    - Highway Department took care of wasp nests at the library.
    - Decal – Tracie left a message left for Karen Martin regarding this; she has not heard back. She is going to drop a letter in the mail to her in order to try to reach her that way.
    - Hours sign needs to be repainted – Tracie will take care of that as soon as weather permits.
  - Recent & Upcoming Events

- All events have had great turn-outs.
- Staffing
  - N/A
- Etc.
  - New garden sign has been ordered from Plow & Hearth for Kate Frohn.
  - Tracie verified the Mission Statement is on the library's Facebook page.
  - Mystery Bank Account's information in question during last month's meeting was discovered to have been given to us in error.
  - Tracie deposited \$110 into the revolving account.
  - Book & DVD order placed in July
  - Library usage is up this summer! Thursdays are much busier than they were; Tracie believes that is due to the programs taking place on Thursdays, thus showing patrons the library is now open on Thursdays.
  - Tracie purchased museum & zoo passes.
  - The library's budget was spent (with the exception of \$44) for FY 2017-2018.
  - Library supplies and Summer Reading Program supplies have been ordered.
  - Library Credit Card – Tracie will ask around the Town Hall to see if there is a way the library can get a credit card. The only town credit card is for Staples, and much of what is ordered for the library can be found cheaper through Amazon.com, so Tracie has to buy with personal credit card and then get reimbursed. Getting a credit card would help with this situation.
- Joanie will be covering for Tracie on August 9<sup>th</sup>. Tracie may be taking some time off during that time, but will be somewhat local if she is needed.
- Vouchers: Jen signed all current vouchers.
- Library Policies
  - Employee Policy – Tracie will make changes and will send out via email before the next meeting.
  - Use of Materials Policy – Shannon will make changes and will send out via email before the next meeting.
  - Volunteer Policy – Shannon will make changes and will send out via email before the next meeting.
- Road Information
  - Jen was unable to contact Kelly before she left.
  - Lynn suggested that Jen contact a member of the Board of Selectmen to see if they could give any information.
  - Tracie suggested the Board of Health as they were able to answer some of her questions about the property.
  - Jen will keep trying to get in touch with someone in the town that either knows about the road or who can find out any information on it.

#### New Business:

- Bookshelf

- Lynn asked if Tracie was concerned about the taped bookshelf we are currently using. If so, we should think about buying a new one since the person who was going to build one for us has not done so yet.
- Tracie mentioned that she found a couple of bookshelves on the Freebie email in the MBLC that she has asked for more information on. If they check out, then Shannon will use his truck to go get them. There are two shelves in question.
- Next meeting: August 16<sup>th</sup> at 1:00 PM.

Minutes Submitted by Shannon Horn-Eldred, Secretary