

**Lanesborough Public Library**  
**Minutes of the Trustees Meeting**  
**November 11, 2021**

Call to Order:

The meeting was called to order at 6:05 p.m. Attending via Zoom were Liz Drury, Sherri Wilson, Kacy Westwood and Sheila Parks (Library Director)

Review Minutes:

The minutes were unanimously approved as read with one spelling correction.

Director's Report:

- Sheila reported that the custodial services provided by the town look great.
- Staff members now wear a panic button when on duty. Accidentally one staff member took it home, and now we know that it calls the police department if it leaves the building.
- Chris is away for the month of November; she taped storytimes for each week before she left. Sheila is covering her shifts in the library.
- Ryan's father has been having some health issues. Lee has offered to cover his hours if he needs time off.
- Programs:
  - John Porcino's presentation of stories, songs and magic at the Visitors' Center was well received. About 20 or 25 people attended the outdoor program
  - Trick or Treat at the Library: 13 children came, all in costume. Five new library cards were issued.
  - Because of COVID rates, StoryTime is now "StoryTime at Home." Parents are appreciating it.
  - Winter ideas: As fewer people attend programs in November and December, and because indoor programming is not wise, no programs are scheduled for those two months.
    - Staff may make craft kits to give out.
    - Kristen Tool is interested in offering free craft items at the library. Sheila is seeing if details can be worked out.
  - Perhaps put out a box for food donations for the local Food Pantry
  - Would love to hear other ideas for January through March
    - Sherri suggested seeing if elders on the Council of Aging might volunteer to help with programs.
- Letters of Support
  - Kristen has asked for a letter of support for a grant for her to work monthly on literacy with younger children
  - Alice Spatz has requested a letter supporting her grant application for composing a new piece and offering a talk about the process of composing at the library

### Hotspots

- The five hotspots have been cataloged, There was an issue with filters. Sheila decided to have filters removed from three and leave them on 2.
- They currently are available to the community, but no one has taken one out yet. They are promoted on the library website and bulletin boards in the library, town hall, post office, and Community board in Berkshire Village.
- Sheila will contact LES Principal Nolan Pratt to see if he can let families without good service know about the hotspots.

### Old Business

- Sheila is pursuing the Reserve Fund transfer request so that library staff can get the same increase that other town workers received. She has been working with Interim Town Administrator Robert Markel to write up an article for the town meeting. A new Town Manager has been hired and contract negotiations are underway. The new person, who is from Pennsylvania, is expected to take office at the beginning of December
- Carpet: Sheila shared information received about new carpeting from Scott's. They recommend carpet tiles, which fits in with recommendations from other libraries. Three types of squares were recommended. Sheila is leaning toward the middle offering, which will cost slightly less than \$8,000.00. It is a "green" product and the company seems to have good values. Depending on who is hired, we may have to move the bookshelves and do other prep work. Reportedly under the current carpet is vinyl or linoleum, which may be sufficient for the carpet to be overlaid. Under that there may be plywood, and under that may be hardwood.

### New Business

- Sherri will be attending an MBLC online workshop on staff and director evaluation on Monday, November 30.
- Sheila discussed staff raises especially as the state raises minimum wage. She would like the library to pay Ryan at least minimum wage, and thinks Chris should get more than that because she has been with the library for numerous years and has additional duties, such as StoryTime, which takes preparation time. She also has the title of Children's Librarian.
- Kacy will look into paid sick time for employees who work fewer than 20 hpw.

The meeting was adjourned at 7:33 p.m.