

Freetown Board of Library Trustees

Minutes of Thursday, April 21, 2022

7:00 pm.

James White Library

RECEIVED
FREETOWN TOWN CLERK
2022 DEC 28 AM 8:59

Call to Order: Paul Sadeck called the meeting to order at 7:00pm. Paul Sadeck is recording the meeting.

Present: Amy Sypher, Linda Fournier, Beverly Sadeck, Paul Sadeck and Nicole Davignon-Library Director. Also present were Paul Lubin and Tom Matthews.

Absent: Irene Ashley and Christine Paiva.

Review of Payroll: Payroll for March was reviewed- there were no questions or discussion.

Review of Bills: Bills for March were reviewed- there were no questions or discussion.

Review of Minutes: Minutes from the March 15, 2022 and the April 7, 2022 meetings were reviewed. On a motion made by Linda Fournier and seconded by Amy Sypher the minutes were approved. The motion passed.

Annual Formation of the Library Trustee Committee: On a motion made by Paul Sadeck and seconded by Amy Sypher the following trustees were elected: Chairman- Linda Fournier, Vice Chairman – Amy Sypher, Secretary – Beverly Sadeck. The motion passed. A motion was made by Amy Sypher and seconded by Beverly Sadeck to authorize Linda Fournier and/or Paul Sadeck to sign the payroll and reimbursement forms. The motion passed.

Library Director: Nicole reported that the Estate Planning work-shop went well. She is working on coordinating a presenter for a "pre-burial" work-shop".

The Home-Schooling meet-up was last week. There were 18 children in attendance.

The monthly craft nights are going well.

Nicole stated that the library has received a check in memory of William McCue. The family request that a trust fund be setup with this money. Nicole to speak with the Town Financial Officer.

Summer reading program is to start June 28, 2022

Unfortunately, the Dungeons and Dragons program was not successful. There was not much interest from the community youth.

The book clubs are continuing. The Thursday book club has 4-5 participates and the Wednesday book club has 13 participates.

Earth Day is tomorrow. The White library has a number of "hands-on" activities planned for the youth.

Library Planning Committee: Paul Lubin shared with the group a sheet with anticipated questions that the town residents may have regarding a new library – see attachment 1. Paul also shared with the group a report from a visit to the Lakeville Library in 2017 – see attachment 2. At a recent joint meeting of the Library Planning Committee and the COA Planning Committee a vote was taken and passed to go forward with the building of a joint COA/Library facility. On 4/21/2022 the Library Planning Committee voted to disband due to the planned formation of a Library / Senior Center Building Subcommittee.

Old Business: Fiscal Budget: Finance Committee appears to be on board with the library requests.


New Business: Next month we will do the yearly review of the library policies. Trustees are to review the policies prior to the meeting.

Performance Evaluations: Paul to find out when they need to be completed by.

Adjourn: On a motion made by Linda Fournier and seconded by Beverly Sadeck the meeting was adjourned at 8:15 pm. The motion passed.

Next meeting May 26, 2022 at 7:00pm.

Respectfully Submitted



Beverly Sadeck

PROPOSED NEW FREETOWN LIBRARY

ANTICIPATED QUESTIONS

1. Why do we need a new library?
2. Why do we need such a large library (7,000 – 9,000 sq.ft.)?
3. What will it cost?
4. How will it impact my real estate taxes?
5. Will we be applying for a grant from the state? If not, why not?
6. Where will it be built?
7. Will it be connected to the (new) senior center? If yes, why? If not, why not?
8. What days/hours will it be open?
9. Will additional staff be required?

attachment 1

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NOTES ON AUGUST 22, 2007 VISIT TO
THE LAKEVILLE PUBLIC LIBRARY

Lucille Rosa, Chairperson, Lori Weider, Mike Motta, and Paul Lubin met with Olivia Melo, the Library Director at 4:30 pm.

A discussion with Olivia centered on the questions below which were forwarded to the director before the meeting. Ms. Melo came on board after the library was built, so she could not speak in depth about the construction process. For that reason, we will seek additional information from the Lakeville Library Trustees, in particular, Nancy LaFave. Also Marjorie Judd, retired Middleboro Director, has acted as a consultant and may have something helpful to impart.

We then participated in a tour of the library. The library has an L shaped design with the following major components: An adult services room, a children's room, a young adult room, a Friends room, a trustee's room, a staff room, a break area for the staff, an office for the Director, rest rooms, and a good sized meeting room/gallery space.

The Library grounds are wonderful to behold. One of the Library patrons is especially good with planting by profession. He volunteers both time and money to keep the Library grounds looking ready to be presented in Better homes and gardens.

Planning:

What would you do differently?

- *The young adult room does not have enough visibility.*
- *The children's activity room does not have enough storage space.*

What do you like or not like about the design & layout of the library?

Likes:

- *The large conference room, which seats around 150 people and is used by many town boards, committees, non-profit groups and clubs. The area can also be closed off from the library for security while still giving access to rest room and a small kitchen.*
- *The children's area and reading alcove*
- *L shape design*
- *Staff & work area*
- *Director's office is set aside but not cut off*
- *Quiet rooms*

What social & technical problems did you encounter?

How did the funding for this project break out?

What were your experiences with public forums for the project & how were they organized?

How were they publicized?

Construction:

What were your experiences with hiring a project manager?

What were the person's qualifications?

Attachment 2

What was your experience with the architect?

What was your experience with the construction company?

Following Project Completion:

Did you change the number of operating hours for the new building?

- *Yes. The hours of operation were increased*

Did you have to hire more people?

- *Hours increased but there were no new hires initially. Currently there is a plan to hire an additional librarian*

Staff: One Full-Time Director

One Full-Time Children's Librarian

Two 30-hour Adult Circulation Staff

Two 20-hour Adult Circulation Staff

- *For 40 hours per week opening.*

Did you offer any new services?

- *The number of items in the collection were increased about 20% (30,000 – 37,030)*
- *Number of Adult programs went from 2 to 37.*

Did your circulation numbers go up after opening?

- *Slight initial increase in circulation because people wanted to see the new library. However, they were disappointed in the selection, which looked like less in the new more spacious building.*
- *Circulation last year – 87,000 +*
- *Circulation this year – 104,000 + (25% - 30% increase)*
- *Collection went from 30,000 to 37,930 (25% increase)*

When expenses increased, did you have difficulty getting an increased budget approved?

- *Needed more custodial supplies and electricity expenses went up*

What areas of the library get the most use and were you able to plan adequately for it?

- *All areas are well used. There has been a large increase in adult programs. Currently 37 groups & clubs use the facility. (Examples: knitting club, genealogy workshops, book discussion club, etc.)*

Are there areas being underutilized?

- *No*

Do you think that your library will outgrow its space before the 20-year life expectancy?

- *No*

Additional comments:

Problems with the building's HVAC system that is computer controlled. There are problems with air temperature balance & control. The director suggested we stay away from their contractor – New England Piping. Oak Bluffs used the same contractor and has the same issues.

attachment 2.

