



Approved by the
Library Trustees at the
Feb. 27, 2024 Meeting

Town of Dudley

Pearle L. Crawford Memorial Library Board of Trustees

Meeting Minutes

January 23, 2024 at 6:15 p.m.

Dudley Municipal Complex – Room 315

71 West Main Street, Dudley, MA

Call to Order/Pledge of Allegiance:

The meeting was called to order by Mr. Craver at 6:15 p.m.

Pledge of Allegiance

Mr. Craver stated the meeting was being recorded. In attendance were Co-Chairman, Ben Craver, Joyce Nierodzinski, Kate Horne, Pat Korch, Richard Clark and Acting Director, Cheryl Hansen. Adriana Buda was not in attendance.

After a brief discussion, a motion was made by Mr. Clark to accept the December 5, 2023 meeting minutes. Ms. Horne seconded. Unanimous. Passed.

Director's Report:

Ms. Hansen attended a Zoom workshop regarding First Amendment Auditors. This was conducted by the MA Board of Library Commissioners at a law firm in Boston. She stated the library was prepared should this happen in Dudley.

She stated she attended a few CW MARS administrator trainings on the new Aspen Catalog. There will be a completely different catalog that will be out in March. She has been training and conducting some work on the back end, making improvements and personalizing it to Dudley. The staff will also be trained for this sometime in February.

Interviews for the permanent Library Director position are being conducted.

Staffing Report:

Ms. Hansen stated they have hired the Youth Services Librarian. Courtney Ekstrom, who is currently the Library Assistant, will be the new Youth Services Librarian. She will begin this position once the Library Assistant job has been filled.

Ms. Hansen has also been working on Collection Development and ordering collections. She has been working with Ms. Ekstrom on this. She stated she has just gotten Ms. Ekstrom a subscription to the School Library Journal which the Library had not been receiving in the past. This subscription concerns youth services, procedures, programming and reviews of upcoming titles.

Ms. Hansen has found that many of the non-fiction books are outdated. She is ordering updated books per sections of categories. This has been done with the travel books and this week Ms. Ekstrom will make a post on social media regarding all the Library's new travel books. Ms. Hansen has continued with the digital purchasing.

Facility Update:

Ms. Hansen stated the sprinkler system was inspected and passed.

She stated during a power outage, some of the emergency lights were not working. An electrician came to the library today. Everything will be repaired by the end of the week. The custodian will be trained on how to handle these situations and make replacements if necessary.

Ms. Korch has volunteered to complete the Library's Town Report by March 24, 2024.

Ms. Hansen stated the FY2025 budget was due January 12, 2024 and she has submitted it.

The annual inventory list was submitted to the Town Clerk on January 16, 2024.

The Library received donations from the Crawford Family. One was for Friends of the Library and one for the Library Gift Account.

Ms. Hansen stated that for the month of January they are having a gift basket giveaway at the adult circulation desk. Whenever someone takes an item out from the Library, they receive tickets towards winning the basket.

The Dudley Agricultural Commission contacted Ms. Hansen informing her they received a grant for some programming and asked if the Library would partner with them. Their programs will be presented in upcoming months.

The Library website is being updated.

Program Information:

Ms. Hansen stated that because there is no Youth Services Librarian program attendance has been lower than usual due to no story times.

She stated on Thursday at 10:30 or 11:00, Deb Hutchins will be there for Sing and Swing, Wonderland.

There will be a children's program during February Vacation on The Library Boogies.

The last week of February through March 26, 2024 on Tuesday mornings, ages 2 to 5 years old, at 10:30, the YMCA Family and Community Partnership will be coming in to present Wiggles and Giggles programs.

The paint night sign-up with Jean Walker filled up within 24 hours.

The John Polakowski Art Exhibit regarding Cape Cod will be set up for the month of February.

On February 22, 2024, there will be a program with Christopher Daley on the assassination of President Lincoln.

Miscellaneous:

The December adult and children's circulation numbers were down. The lower children's circulation numbers were due to no programs. The young adult circulation numbers went down slightly.

The digital circulation has increased from the prior year.

Ms. Hansen explained if you have a hold on a popular eBook, there could be a six month wait on the Libby App. With the Library's reinstated Overdrive Marketplace account, Ms. Hansen checks every Friday to see what books are on hold. If there is a waiting list of more than three holds, she purchases the e- and audio versions of the book for the Library. Once the Library receives this, the Dudley patrons are bumped up on the Libby waiting list.

Budget:

Ms. Hansen stated 48% of the wages and salary budget have been spent.

She explained the utility expenses are down considerably due to \$5,000 in credits from the solar panels.

Mr. Craver stated the numbers for the FY2025 budget met the numbers for the MAR.

The permanent Library Director salary has not been determined yet.

The Library was asked by the Town Administrator to not increase the budget more than 2 ½ % over the FY2024 budget. The FY2025 Library budget is currently only a 2% increase.

Facility:

The Library owns a commercial carpet cleaner and the Custodian cleans the carpets at least two times a year. Once the winter season has past, the custodian will clean the carpets. Ms. Nierodzinski suggested to maybe increase the carpet cleaning from two to three times a year. Mr. Craver suggested extra cleaning of only certain areas.

Fine Free:

An email was sent to the Board by Ms. Korch regarding fine free libraries. Ms. Hansen stated there are 161 CWMARS Libraries. 147 of those libraries are fine free. The Dudley Library is one of the 14 CWMARS Libraries in Mass. that are not fine free. She stated CWMARS voted in 2022 to go fine free and any new libraries joining the system must be fine free. After a brief discussion, both Mr. Craver and Ms. Hansen suggested going fine free like Dudley's surrounding libraries.

Mr. Clark stated, on the recommendation, made a motion to go fine free. Ms. Nierodzinski seconded. Unanimous. Passed.

Board Comments and Observations:

Mr. Clark thanked Ms. Hansen for all she has done for the Library as Interim Director. The Board thanked her as well.

At 6:58 p.m., Mr. Clark made a motion to adjourn the public meeting. Ms. Korch seconded. Unanimous. Passed.

Respectfully submitted,

Lisa L. Berg