

Approved by the Library  
Board of Trustees at the  
April 23, 2024 Meeting



## Town of Dudley

### Pearle L. Crawford Memorial Library Board of Trustees

### Meeting Minutes

February 27, 2024 at 6:15 p.m.

Dudley Municipal Complex – Room 315

71 West Main Street, Dudley, MA

#### **Call to Order/Pledge of Allegiance:**

##### Pledge of Allegiance

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

Mr. Craver stated the meeting was being recorded. In attendance were Chairman, Ben Craver, Kate Horne, Pat Korch, Richard Clark, Adriana Buda and Library Director, Nicole Messier. Joyce Nierodzinski was not in attendance.

Mr. Craver thanked Ms. Hansen for her three months as Interim Library Director. He stated the Library has a new Youth Librarian, Courtney Ekstrom. Ms. Ekstrom has worked for the Library for a couple of years as an Aide. Deb Coggens will be the new Assistant Librarian. Ms. Coggens had worked part time at the Pearle Crawford Library and left for a full time position ten years ago. Nicole Messier is the new Library Director, who comes from the Charlton Library. Mr. Craver also thanked Ms. Korch for all her time and effort into facilitating the entire hiring process for these positions.

Ms. Messier introduced herself and gave the Board her educational and employment background. She stated she is excited to work for the Library and help grow the services. She stated the staff is great. The Board of Trustees and townspeople have been fantastic and the staff has been very supportive. She looks forward to a long career with Dudley.

Mr. Clark made a motion to accept the meeting minutes from January 23, 2024 as presented. Ms. Korch seconded. Unanimous. Passed. Ms. Korch thanked Ms. Berg for taking the minutes for the Library Board of Trustees.

#### **Director's Report:**

Ms. Messier stated interviews were conducted with herself, Ms. Hansen and Ms. Ekstrom for the Assistant Librarian. This position was offered to Debra Coggans. She comes from Charlton with 10 years of experience. Ms. Messier stated she made some adjustments to the Library schedule. Ms. Coggans will be working Monday evenings and Ms. Ekstrom will be working Thursday evenings to facilitate children's programming.

Ms. Ethier and Ms. Hanson worked together in January to update the shelving locations in the juvenile section.

Ms. Ethier went above and beyond to get the 1040 tax instruction booklets for the several patrons who had requested them.

Ms. Ekstrom is continuing to lead the children's collection and is also preparing for her story times and the guest reader programs.

Ms. Costen has started writing the monthly newsletter again. She is also taking over the events calendar and writing the news press releases for the newspaper.

Ms. Grossi and Ms. Nale will be working on putting all fiction collections in alphabetical order by title.

Ms. Hansen's last official day at the Library was February 20, 2024. Ms. Messier stated she was so appreciative for all that she did.

### **Facilities:**

Ms. Messier stated the electrician was on site repairing the emergency lights. This is almost complete. This should be completed by next month's meeting.

Per the Town Administrator, the Library was open on February 13, 2024, the day of the snowstorm. The Library parking lot was not plowed and the walk ways were not snow-blown until 4:00 p.m. Ms. Hansen was shoveling the front walkway to ensure the safety of the patrons.

After a brief discussion, the Board thought it might be a good idea to speak with Mr. Ruda regarding this and what policy the Library follows. In the past, when the schools were closed, the Library was closed. Now, if the Town Hall is closed, then the Library is closed.

The Town Annual Reports are due on March 24, 2024. Ms. Messier stated Ms. Korch is working on this and has all the numbers she needs to complete the report.

### **Upcoming Programs:**

The Wiggles and Giggles program started back up today. This is for children ages 2-5.

Thursday, March 14, 2024 will be Celtic Music with Jeff Snow at 6:00 p.m. There is no registration and this is open to all.

Saturday, March 23, 2024 will be Great Photos with Your Smartphone at 10:00 a.m. Registration is required. The registration form is on the Library web site.

Saturday, March 30, 2024 at 10:30 a.m. is Respect Your Elder. This is an herbal workshop. Registration is required.

### **Miscellaneous:**

Ms. Messier stated the website went live on Thursday, February 22, 2024 at 6:00 p.m.

### **Circulation:**

The physical collection is down 56 items only 1.7%. This is primarily due to the children's books and audio. Ms. Messier does not anticipate seeing this next month.

The digital collection is up by 450 circulations. This is a 9.3% increase.

This increase is due to the Overdrive Advantage Collection which allows the Library to see what the patrons want to listen to and read.

Ms. Messier stated the Library currently has 1,732 Facebook followers and 239 Instagram followers.

There was a brief discussion regarding story time. Ms. Messier said there will be a survey for the patrons to see what nights and times would be good for them.

### **Financials:**

Ms. Messier stated the Library should be approximately 60% spent on materials but it is only 50%. She believes this is due to not having a Director for a short period of time. They will be adding many digital and e-audio books as well as other items such as tools, musical instruments and other types of learning tools.

Ms. Messier would like to repackage the memory kits and put them out for the public to see, especially with Dudley being Dementia Friends. Mr. Clark suggested letting the Senior Center know about these kits.

### **Budget:**

There was a brief discussion of the Library Budget.

Mr. Craver stated Town Candidate Nomination Papers are available starting March 7, 2024. Ms. Nierodzinski and Ms. Korch's terms are up.

### **Board Member Comments and Observations:**

The Board mentioned that by the Director's Report, it shows like there is teamwork being conducted in the Library. There was also a suggestion that the new staff members would be welcome to attend a Library meeting and introduce themselves. The Board agreed that it is nice to walk into the Library and see the smiles and happiness of the staff. Because of this new atmosphere, the patrons feel more welcomed.

Ms. Korch mentioned if you are a member of the friends, you will be receiving a letter to renew your membership. There will be a spring book sale April 18, 19, and 20<sup>th</sup>.

If you renew or become a member of the Friends or you bring a canned good donation, you will receive a free book from their book sale.

Mr. Clark mentioned the Black Tavern is having a canned good collection in March. Mr. Craver stated they reach out to the Library on such events as this. He stated because the Black Tavern is a 501(c3), they could advertise this on their electronic sign.

Ms. Buda stated when looking through the schedule of programming on the Library Website she felt you really have to dig through it. Ms. Messier stated the "Events Programming" the Library has is very limited. She stated there is a much better program available and she has already requested a quote. She stated they are most likely going to move forward with it.

Ms. Buda asked if the Library could get more passes to places for the patrons. Ms. Messier will be posting something on Facebook asking what passes the patrons would like to see available in the future. She will be attending the Friends meeting next month and will discuss this with them as well.

Mr. Clark asked Ms. Messier if she was aware of the presentation that Emmet Hale, Assistant Director of the Webster Library, presented for the Webster-Dudley Business Alliance looking for support of the Business Incubator Idea and grant. He wanted to know if Ms. Messier had a chance to look into this. She stated she met with Mr. Hale and Mr. Hale is very close to completing this grant. They are planning on taking their periodical room and change it into the business think tank or a remote workplace for people. She spoke on collaborating with him on this in the future.

Ms. Buda asked if the news of the Library would be placed in the newspaper like other libraries. Ms. Messier stated the plan was to put the E-Newsletter in the local newspaper monthly.

Ms. Korch thanked Ms. Messier and the staff for the great work they are doing.

Mr. Craver thanked Ms. Jervis, Assistant Town Administrator, for her help throughout the whole hiring process.

Mr. Clark made a motion to adjourn the meeting. Chairman Craver stated the next meeting would be held on March 26, 2024. Ms. Korch seconded. Unanimous. Passed.

The meeting adjourned at 7:00 p.m.