



Town of Dudley
Pearle L. Crawford Memorial Library Board of Trustees
January 17, 2023, at 6:15 p.m.
Dudley Municipal Complex
71 West Main Street, Dudley, MA

Call to Order/Pledge of Allegiance:

The meeting was called to order by Richard Clark at 6:15 p.m.

In attendance were Richard Clark, Chairman, Ben Craver, Co-Chair, Edward Bazinet, Secretary, Kathy Sandstrom (remote), Joyce Nierodzinski, Adrianna Buda and Drusilla Carter, Library Director.

Ms. Nierodzinski suggested that members who did not attend the meeting be added to the minutes. Mr. Craver made a motion to accept the October 25, 2022 and November 22, 2022 minutes with the changes of adding who was not in attendance. Mr. Bazinet seconded. Unanimous. Passed.

Mr. Clark made a motion to allow Ms. Sandstrom to attend the meeting remotely. Mr. Bazinet seconded. Passed. Ms. Sandstrom did not vote as she was not remotely in attendance yet.

The Board thanked Ms. Berg for taking the minutes of the meeting. Mr. Clark stated the Board should consider some sort of compensation for Ms. Berg. Mr. Craver stated he told Ms. Berg she would be compensated. Past Clerks were compensated quarterly due to a small amount of hours. Ms. Carter will check with Ms. Berg on how many hours were spent taking the minutes and she would be compensated quarterly through the Library budget.

Director's Report:

Ms. Carter stated there were many programs coming up and added a couple more programs today. The Library's calendar can be checked by the public periodically see what programs there and if any new ones have been added. Quite a few of these programs require registration. The Arthropod Petting Zoo program where you can pet a bug is full. There will be a waiting list for this.

Budget

Ms. Carter told the Board they are in good shape for the budget. They are at 50% where they should be.

Mr. Clark notices there were still funds for state add dating back to 2018. He asked if this could be cleared up from the budget. Ms. Carter stated it can be cleared if she can find something to purchase that cost \$57.96. Mr. Craver asked her if she used it for the sign why wasn't it cleared out. Ms. Carter stated she did not use it for the sign, she used a different account that had a larger amount of money. Mr. Craver suggested in the future to use the smaller amounts first to use up the smaller balances. He stated this was done in the past. Ms. Nierodzinski asked if there were a reason that you would have to have something in the account under that specific amount. Ms. Carter stated no, she thought what she was doing was easier for bookkeeping purposes. She said there were some items coming up in the future that she could use that line item for. Mr. Clark asked if these monies go

away at some point as this one has been there for five years. Ms. Carter stated no. In speaking with other libraries, some still have line items on the books going back 7-8 years. These libraries are accumulating these for a specific purpose. Mr. Craver stated they stockpiled monies for years knowing there was a building project coming in the future and used it for that purpose.

Facilities

Ms. Carter stated there were multiple items crossed off the list last month that were outstanding. There is a new light pole and new furniture in the teen room that was donated by Ellen Rhude in memory of Bill Fife. The alarm system has been upgraded to wireless which was supposed to happen a long time ago and the parts finally came in to do so. Ms. Nierodzinski asked about the alarm she got this week. Ms. Carter stated this should not have happened. The alarm company was coming back on January 18, 2023, to take care of this issue. Mr. Clark stated he assumed the flagpole and doors would be taken care of with weather permitting. Ms. Carter stated yes.

Mr. Clark inquired about the generator. Ms. Carter stated she has, multiple times in the last few years, reminded the Town that the Library is the emergency backup Town Hall. She said there is a Department Head Meeting at the end of January and she will bring this up then, as both the Fire Chief and Town Administrator will be in attendance. Ms. Nierodzinski would like Ms. Carter to make a paper trail that she has notified them. Ms. Carter said she would send an email out tomorrow so they will receive it before the Department Head Meeting. This will give them a heads up that this will be brought up at the meeting.

Mr. Clark asked if the people doing the sign have come back yet. Ms. Carter said they were there last week before they submitted the invoice. Mr. Clark asked if they had completed the project. Ms. Carter stated they should have. He asked if the sign would be cleaned. Ms. Carter stated that would happen in the spring according to Joel at Graphics Unlimited. Mr. Craver stated that when you use too small of a font on the sign it is blurry. Ms. Carter stated this was a learning curve for both Ms. Carroll and herself. She stated the new sign is a different size display. It's longer in length and shorter in height. She knows she needs to format differently from the last sign.

Mr. Craver asked Ms. Carter if she was able to get in touch with Ernie Morse who will be doing maintenance on the two big front doors. She said she called and did not get an answer. She did not leave a voice mail as it was two days before New Years. She will call him in another week or two.

Mr. Clark stated there was an ADA audit in town and asked Ms. Carter if she heard the results for the library. Ms. Carter said no. Since the application the town is making is to a Federal Grant Program, in her experience it can take up to approximately six months. It was her understanding that the application was submitted in the Fall of 2022. This would happen sometime in the spring. They let you know first if you are qualified and if you are, the amount qualified comes at a later date. Some things the Library will need funds for are location and moving of the microwave, grab bars being 1 inch too high, minor signage fixes, and a moving and redesigning of the book drop off box. The Board does not understand why the ADA found these changes need to be made as the Library is the newest building in Town and it was okay when the building was built.

Mr. Clark asked about the reupholstering that needs to be done. Ms. Carter stated she is waiting for estimates and was told there is a backlog right now. Ms. Carter did state she has spoken to both Tucker Interiors who did the furniture they have now as well as Mass Corp. which is the Department of Correction. There is some discussion going on about Mass Corp. due to the inmate's hourly pay.

Mr. Clark stated they did not receive funding for carpeting at the last Town Meeting. He feels they should look at the area most in need and try to come up with a cost to repair as opposed to the entire Library. Mr. Bazinet stated that someone who makes the recommendations at Town Meeting should come in and look at the carpeting and make a recommendation on Town Meeting Floor. Mr. Clark stated that would be the FAA. Mr. Clark thought it would be a good idea to attend an FAA meeting to discuss this. Ms. Carter said she did invite a member of the FAA a while back to look at the carpet and the member was a bit surprised at what she saw and that it wasn't in just one section of the Library. Ms. Nierodzinski felt that asking for funding for the most worn carpet may work because it would be a smaller amount of money as opposed the entire building. Mr. Clark asked

the Board if they should lobby the FAA regarding this matter. Mr. Bazinet thought making them aware rather than lobbying might be a good idea. Ms. Nierodzinski suggested Ms. Carter show pictures of the carpeting at a Selectmen's Meeting. Ms. Carter stated she did email them pictures. Ms. Nierodzinski like the idea of carpet squares so in the future, just squares need to be replaced and not the entire carpet. Mr. Clark stated the taxpayers need to be aware and educated on the condition of the carpet before the next Town Meeting.

Directors Draft Collection Development Policy

This was tabled from the last meeting to wait for the entire Board to be present and have a chance to look over the material for this meeting. Mr. Clark stated that Ms. Sandstrom never joined this meeting remotely. He asked Ms. Carter to present to the Board what this Policy was about.

Ms. Carter stated the Mass Board of Library Commissioners noticed that many Libraries did not have a collection development policy. In particular, not having one for challenges dealing with materials. Libraries are seeing a lot more challenges for materials. They strongly suggest having a materials policy. Ms. Carter created a policy that was created from other libraries. She also asked other libraries what challenge forms they felt worked best. She took that into account when drafting hers. Mr. Clark stated that this was a draft proposal that Ms. Carter was looking for approval on. Ms. Nierodzinski asked what happens after a person fills out the form. Ms. Carter stated she would make a decision, but her decision could be appealed and presented to the Board of Trustees. There was much discussion on how a decision would be made on an appeal as well as the categorizing of books. For example, what ages and who are allowed to check books out. Ms. Nierodzinski said she would like the Board to be made aware if a form is filed with the Director. Mr. Clark stated he would like the Chair and Co-Chair to be notified at some point in a reasonable amount of time when one is filed. At that point they can look at the book themselves. It was suggested that the policy state that the Board would be notified of the filing. The Board will table the vote on the policy so that all members can be present.

Summer Saturday Planning

Ms. Carter hopes to have her new staff member in place in February. She feels she will be a good addition to the staff. She currently works in a CWMARS Library so she is experienced with the software.

Theme of the Month

Ms. Buda thought kids might like a monthly theme in the children's section of the library. Themes such as camping, outer space and the human body. The library could be decorated, and the children would get excited to see what would happen the following month and want them to come to the library more often. She believes this would be easy and inexpensive. Ms. Carter suggested Ms. Buda set up a meeting with the Children's Librarian, Ms. Carroll to discuss her ideas. Ms. Carter stated Ms. Carroll would come to her if in need of materials for the theme. She explained this does not go through the Board.

Ms. Sandstrom was able to join the meeting. She could hear the Board Members, but they could not hear her.

Outreach Opportunities/Programming/Email Address

Ms. Buda stated she would like to see if the library could get a unique email address, so people realize right away that it is the Dudley Library's email and not spam. Ms. Carter explained every library in central Massachusetts have their email addresses supplied through their consortium. These are through CWMARS.org. Having a ".org" account shows it's a non-profit organization. Most people emailed know the email they are getting is from the library. Ms. Nierodzinski asked how others, besides patrons, would know the email they are receiving is from the library. Ms. Carter stated that other non-profit organizations recognize a ".org" email as a non-profit organization.

Mr. Clark stated they have not heard back from Nichols College. Ms. Carter said classes just started back up today. She stated she would wait until tomorrow to contact them.

Crawford Corners

Mr. Clark stated he and Ms. Carter attended a zoom meeting with Dudley's Town Attorney, K. P. Law to discuss some revisions he thinks need to be made to the library's bid. Mr. Clark asked the attorney how long this would take and how much it would cost. He was told about 5 hours at \$200+ per hour. K.P. Law's advice was to make their recommended revisions before sent out to bid. The Board discussed the reasons for the revisions. Mr. Craver made a motion to give the green light to the attorney to make the revisions necessary to the bid package. Mr. Bazinet seconded the motion. Unanimous. Passed. Mr. Craver made a motion to not wait for another meeting after the revised bid package comes back since Mr. Clark and Ms. Carter had reviewed this with the attorney. Once the revision comes back, it needs to get sent out immediately. Mr. Bazinet seconded the motion. Unanimous. Passed. Ms. Nierodzinski stated she would like the Board to be notified when these things happen. Mr. Clark stated he was not happy with MLA, nor was Ms. Nierodzinski. They thought they could have been more helpful than they were as they were the experts to get them through the process quickly and easily.

Directors Evaluation Process

Ms. Nierodzinski stated the new employee evaluations that went into effect last year had the Board review the Director's goals half-way through the year. She said it was that time again to do this. She said this was reviewed at a meeting last year. Mr. Clark stated Mr. Ruda said this could be done formal or informal. It was Mr. Clark's understanding that the review did not need a meeting of the Board to do this. Mr. Clark thought he could post a meeting and agenda 48 hours in advance and meet with Ms. Carter and the Vice Chair to review her goals and where she is at with them. He stated if the Board wanted to do this in a more formal way with the Board members, he would entertain that. Ms. Carter does not recall this being done last year in a meeting. She remembers Ms. Nierodzinski, Ms. Korch and Mr. Craver meeting with her at the library. Ms. Nierodzinski felt it was beneficial that all Board members be part of the half-way mark as well as the end of the year. Mr. Bazinet felt the Chairman and Co-Chairman should meet with the Director and bring the findings back to the Board. This was made as a motion. Mr. Craver seconded. Mr. Craver, Mr. Clark and Mr. Bazinet voted in favor of the motion. Ms. Buda and Ms. Nierodzinski did not vote in favor. The vote passed 3-2.

Board Member Comments and/or Observations

Ms. Nierodzinski asked Ms. Carter where they stood on outstanding grants that were applied for. She asked if she has heard back. Ms. Carter said they received the Malsler grant and one from the Dudley Cultural Council. These were the only two that had been outstanding. Ms. Nierodzinski asked if she applied for the grant that was for \$60,000. Ms. Carter stated they were not a qualified agency. She said there is a different purpose each year for that grant and this year's was for the recycling of clothing and mattresses.

Ms. Buda asked Ms. Carter if there were any other story times coming up in the future besides the one already scheduled at the end of the month. Ms. Carter stated Ms. Carroll is trying to do afternoon programs twice a month. Ms. Carroll has had Sing & Swing, Logo Club, and Pokémon Group. She is trying to add in programing and story time. Her drop in crafts are now in the afternoon. Ms. Buda asked what obstacles there were with story time. Ms. Carter stated it was time. With all the programing and story times, Ms. Carroll finds it hard to find time to prep for more. She is the only person doing this. Ms. Buda asked if only Ms. Carroll could do story time. Ms. Carter stated yes, this is in her job description. Ms. Carter stated there is much more to story time than reading a book. There is no one else from the library with that skill set or the interest to do it. Ms. Nierodzinski asked if the new hire could assist with this. Ms. Carter said she could ask as this was not discussed in their meeting. She said Ms. Carroll is the

one with the expertise and loves doing story time and is trying to add more programs in the afternoon. Unfortunately, there's not much attendance. Ms. Buda suggested someone else could do the crafts. The drop in crafts are being done but Ms. Carroll has to set up the supplies for the crafts first. Ms. Buda suggested someone else do this since you don't need a skill to do it, then Ms. Carroll can focus on other things that need more skills. Mr. Clark suggested maybe a volunteer could assist with story hour. He said he could put it out to the Friends of the Library, the patrons, and members of the staff. Ms. Carter stated that her staff may not be interested as they have other projects that they work on such as cataloging, newsletters, DVD ordering, magazine processing, displays, etc. Mr. Clark wanted to know if the couple of new staff members had projects. Ms. Carter stated Courtney is learning how to catalog children's materials. The Board would like to know the breakdown of the project each staff is doing. This is an opportunity for the staff to cross train. Ms. Carter stated Susan handles the museum pass programs/ordering as well as the monthly displays in the adult department. She works with the adult book group to make sure their selection is in each month. She does a large percentage of the adult cataloging. Lena does the monthly newsletter & DVD ordering. Dawn helps the Friends with the book donations for the Friends Book Sale and keeps the books stocked and refreshed. Mr. Clark stated that maybe with the new hire there will be some time freed up. Ms. Buda asked what someone needs to do if they want to volunteer. Ms. Carter stated they can come to library, fill out an application form and pass a CORI check. There are some areas where volunteers cannot help due to privacy.

Mr. Clark stated he visited the Southbridge Library and they had coffee available to their patrons. He spoke with the Librarian, and she said it was a project taken on by the Friends. They charge a dollar a cup. She stated there were no messes due to coffee spills. Ms. Carter says they don't allow drinks in the library. If she does see someone with a drink, she turns a blind eye but makes sure no one with drinks are near the computers. Mr. Clark suggested Ms. Carter have a discussion with the Southbridge Librarian. Ms. Nierodzinski felt that by doing this, they are adding another job for a staff member and having to do clean up if there are spills. Mr. Clark suggested a restricted area for drinking coffee. Ms. Buda thought it was a marvelous idea. Ms. Nierodzinski asked if the Friends sold coffee mugs in the past. The Board stated the library sold mugs and many other items in the past. Ms. Carter said they are looking at selling tote bags.

Mr. Clark stated in the By-Laws Officers Article 2 Section 21, the Chair, at least annually, request a report of activities and plans for any of the library support groups. He asked if they had anything in the works. Ms. Carter said she could ask Genie who is the president. He asked if there were a way to increase the number of members in the Friends. A suggestion was made, "Become a member of Friends and get a free tote bag". Ms. Carter stated that this was up to the Friends group. Ms. Carter stated there are many Friends but not a lot of active Friends. Mr. Clark suggested inviting them and staff to one of the Board's meetings. Ms. Nierodzinski asked how they could brainstorm with the Friends since they do so much for the library. Mr. Clark suggested engaging with them and let them know they have an open invitation to the meetings. This goes for the staff as well. The Friends meet the second Monday every month at 2:00 pm. It was suggested maybe to attend one of their meetings. Ms. Carter stated their meetings are at 6:00 pm in June and September. Meetings are held in the Local History Room.

The next meeting is scheduled for February 28, 2023.

A motion was made by Mr. Craver to adjourn the meeting. Ms. Nierodzinski seconded. Unanimous. Passed.

The meeting adjourned at 7:52 p.m. Respectfully submitted,

Lisa L. Berg