



MINUTES OF THE Manchester Public Library Trustee Board

Meeting Date : May 27, 2021

Call to Order : 10:35

PLACE : Hybrid meeting, outdoors on library grounds and on Zoom.

<https://us02web.zoom.us/j/81832083134?pwd=ZGxWd3I3ellhL09vMjFNQjM3Y0VQdz09>

Meeting ID: 818 3208 3134

Password: 640761

Dial by Phone: +1 929 205 6099 US

PRESENT : Sara, Dot, David; absent Ric

OBSERVERS: Becky Baun and Chuck Furlong from the Friends

- **Approved previous minutes of :** April 29, 2021 **Approved with one correction.**
- **Directors Report** - review/discussion - **Approved**
- **Old Business (updates on past projects, activities)**

Building updates including HVAC, clock : Nate (Facilities Manager) is waiting for a date from Guardian for the Children's Room heating element installation. David has learned of one more tower clock repair service. He will get another estimate. He is also getting more information on the warranty from Chelsea Clock. (Ross Hochstrasser offers a 2-year warranty.)

COVID updates re: Service model, opening hours : Open Browsing (no appointment other than for computer) Tues, Weds 1-5 PM, Thurs 1-7 PM, Sat 10 AM-1 PM. We will transition to an 11am –5 pm, extended to 7 pm Thursdays schedule over the summer as a test for a permanent schedule change.

Friends of Library-inc CPC landscaping , events : The Friends' annual meeting on Zoom was very successful with 50+ people attending. Becky is waiting for town meeting to approve the CPC grant for the landscaping, lighting project. Children's librarian Carol has met with Nate to discuss the installation of the Story Walk as part of the landscaping project. David will contact the Manchester Historic District Commission for approval, if needed. If there is a Festival BTS, on Aug 7, Becky will not be here, thus she does not want to hold a booksale then. The Friends would like to hold a booksale this summer, not as extensive as in the past. When the date is firm the library will close early on the Friday before. Dot moves that the library close at 1pm on the Friday before the proposed booksale. **The motion is approved.**

Tech updates-webpage, inc access points, printing : Sara met with Charlotte and Rachael re the new website. They narrowed down the companies to Stirling and Tono, both a WordPress base software and the cost under \$16,000. David moves to approve moving forward with a new website, spending up to \$16,000 to be funded from one or more sources, library gift fund, Winthrop fund and/or state aid. **The motion is approved.** The wifi access points on the lawn are greatly improved as we can see during this meeting. Remote printing for the public is being explored.



Library expansion/renovation discussion : David has met with Regina Villa (adjacent property owner) who stated she would like to see her home go to the town (in 4 or 5 years) for a library expansion with two conditions: (1) We get an independent evaluation and (2) a room be dedicated to her family. She will discuss it with her sons. Dave contacted a local real estate attorney, Jack Ryan who said he can draft a right of first refusal with the above conditions and have it signed, witnessed and notarized. It was suggested that Dave contact the town administrator and town counsel.

- **Ongoing Business (current projects and/or activities)**
- **New Business (current projects and/or activities)**

David moves that the trustees unanimously support action steps towards the physical expansion of the library building. **The motion is approved.**

- **Set Next Trustee Meeting** - goal is 3rd Thurs of the month. I don't believe we set a June meeting date...June 17 or 24? 10:30am? In person or hybrid?
- **Adjourned** –

Respectfully submitted by Dorothy Sieradzki