

Thayer Memorial Library Trustees Meeting
December 13, 2023
Meeting held via Zoom videoconference



Roll Call

Present were:

Emily Rose, Chair
David Spanagel, Vice Chair
Frank Streeter, Secretary
Ann Frantz, Trustee
Karen Silverthorn, Trustee
Adam Zand, Trustee
Joe Mulé, Director, Ex Officio

Melissa Carlson, President of the Friends of the Thayer Memorial Library
Amie Sund

The meeting was called to order at 6:30 pm. Chair Rose called the roll of attendees and opened the meeting.

Past Minutes

none

Next Meeting

The next meeting of the Board of Trustees will be held January 10, 2024 at 6:30 PM. The Board's meetings will continue to be held over Zoom until further notice.

Chair's Report

Chair Rose thanked all of the Trustees who came to the joint meeting with the Select Board and Finance Committee to discuss the Town's FY25 budget. Chair Rose asked about attending an upcoming Select Board meeting to appoint a new Trustee to replace Vice-Chair Spanagel. The Board discussed when an appropriate time would be to meet with the Select Board. This was supposed to happen on December 18 but Director Mulé recommended postponement until January as Vice-Chair Spanagel will still be on the Board through the time of the January meeting.

Chair Rose brought up the bylaws and Trustees Zand's review of them for gender issues. Trustee Zand reported that most of the changes were changes to Chair or Vice-Chair. Director Mulé asked if there were any changes to content, and both Trustee Zand and Secretary Streeter said there were none, just changes to remove gendering. These changes will be put on the Board's agenda for its January meeting for formal approval as per the current bylaws concerning changing the bylaws.

Chair Rose briefly recapped Director Mulé's presentation at the joint budget meeting with the Select Board and Finance Committee. That meeting noted general support for the Library and the proposed additions to its budget for FY25. Director Mulé reported

that he has been able to make some tweaks to lower the budget since that meeting. He also fixed the confusion about the Library's full-time employee equivalent, or FTE. The Library has about 5.5 FTEs. Regrettably Director Mulé is presently out sick with the stomach bug that has hit about half of the staff.

Chair Rose noted that as a result of Vice-Chair Spanagel's resignation the Board now needs to choose a proposed replacement Trustee and recommend them to the Select Board. The process is that both boards have a joint vote on the nomination, and if approved that person would serve until the Town's next election in May. Secretary Streeter nominated Amie Sund to serve as Trustee until the May election and Trustee Frantz seconded. Chair Rose stressed the need for a full Board and Ms. Sund agreed to take the position if offered. Director Mulé asked Ms. Sund why she wanted to be on the Board. In her response Ms. Sund expressed her lifetime involvement with the Library and desire to support it. Director Mulé pointed out that she had already attended six meetings so far, so she is clearly making an informed choice. Chair Rose discussed the effective date of the appointment, and

Secretary Streeter moved to nominate Anie Sund to fill the seat vacated by Vice-Chair Spanagel; Trustee Frantz seconded the motion, and the motion passed on a 6-0 vote.

Chair Rose polled the Board about attendance at the December 18 Select Board meeting, and five of the Trustees said they could be in attendance.

Building:

The contract for repairs to the Library's historic windows and outside doors will be signed soon with the work to commence in mid January. Some of the antique furniture in the Library will be reupholstered by Marcoux Upholstery for about \$14,000. The work will be done in stages to avoid having all of the pieces out of the building at the same time.

Vice-Chair Spanagel reported on his meeting with Spencer Group about interior finishes. At their meeting he showed Spencer Group the Library staff's choices of colors and agreed on a color palette. Vice-Chair Spanagel also discussed proposed tile for the entryway into the library with wood laminate being proposed for the floor of the rotunda. The Board discussed options for the Children's Room, which include linoleum in a wide variety of patterns, and the process for selecting finishes. Spencer Group recommends a more neutral floor color for the adult and reference stacks.

Director Mulé will have a cost analysis in the feasibility study and noted that colors are likely to change between now and their eventual installation, but the selection of colors is a much lower priority than the Library's needed structural and HVAC work. Director Mulé expects to have the feasibility study completed before the Board's next meeting. He wants the Board to review it prior to meeting with the Select Board about the study so the Board is clear on the Library's budget priorities and requested amounts.

Advocacy and Fundraising:

The fundraising and advocacy subcommittee is poised to go dormant as soon as the money it raised has been spent. Trustee Frantz will take over the as Chair of the subcommittee from Vice-Chair Spanagel, who currently serves as its Chair, until the subcommittee is formally disbanded. Friends of the Library president Melissa Carlson reported that the Friends are in a winter lull but all is well despite the fact they still need a Treasurer. Vice-Chair Spanagel reminded the Board that Trustee Frantz had taken over his role as Liaison to the Friends.

Director's Report:

Chair Rose noted that the Library had received its annual State Aid award. Director Mulé reported that the first tranche is about \$12,000 but it will total over \$20,000 by the end of the year. Trustee Silverthorn noted Director Mulé's work with the Historic Commission on obtaining grants for needed work in the Town's cemeteries and commended him for his good job. In turn, Director Mulé commended Heather Lennon for all the work that she did assembling the needed information for the grants. Trustee Silverthorn said that the Historic Commission, of which she is presently Chair, looks forward to working with him and the Library.

Director Mulé may submit a CPA grant request for repairs to the ceiling in the Children's Room, but he wants to get a scope of work from a contractor first. Chair Rose asked about the status of the Library's current budget and Director Mulé reported that it is on track.

Director Mulé reported that use of the Library's meeting rooms is up and some of the increased use is the result of new software that makes reserving meeting rooms much easier than the previous process. Chair Rose has mounted an exhibit of Paleolithic objects found in Lancaster in the Library's display case. She explained what is in the case and said that she will be adding more pre-contact objects, as well as better labeling.

New Business:

none

Action Items:

Trustees need to attend the Select Board meeting on Monday, December 18, for the vote on a new Trustee.

Adjournment:

There being no further business for the Board to consider,

Secretary Streeter moved to adjourn; Vice-Chair Spanagel seconded the motion, and the motion passed on a 6-0 vote.

The Board adjourned at 7:36

Respectfully Submitted,

Frank S. Streeter, Secretary

List of Documents:

Agenda

Chair's Report

Director's Report

TML Fundraising and Advocacy Report