

**Newburyport Public Library
Board of Directors
Virtual Meeting Minutes
November 17, 2021**

Call to Order

The meeting was called to order at 5:17 pm by Ms. Valeriani. Roll call was taken.

Present: Kathy Carey, James Connolly, Marcia Edson, Gary Gorski, Christian Hansen, Sarah Holden, Steve Moore, Susan Shefte, Sarah Spalding, and Elizabeth Valeriani.

Giselle Stevens, Head Librarian and Sara Kelso, Assistant Head Librarian and Acting Recording Secretary.

Absent: Councilor Jared Eigerman, Mayor Holaday.

Public Comments: There were no additional participants in the meeting.

Approval of Minutes

The minutes of the October 20, 2021 virtual meeting minutes were unanimously approved.

Next Meeting

The next board meeting will take place virtually on December 15, 2021. Calendar year 2022 meetings will take place in the Program Room at the library. Mask use is currently required in the Library.

Head Librarian Report

Library Story

A young patron came into the library with her mother carrying an interactive puzzle toy. One of the clues to open the puzzle toy involved locating a specific book of poetry. Staff assisted the patron in finding the book. The young patron then opened the puzzle toy in front of the staff who assisted her. She was excited to share her surprise with NPL librarians.

Budget

The Peabody Trust Fund Board of Trustees held their annual meeting on November 16, 2021. The Library received \$307.00 from the fund for FY22 and purchased 10 books.

Mr. Gorski is the Library Board representative and was elected Secretary of the Peabody Trust Fund Board.

The Library has been certified by the Massachusetts Board of Library Commissioners (MBLC) for FY22 and awarded State Aid. The fall payment of State Aid is \$16,643.25. Ms. Stevens shared with NPL board members a report of NPL State Aid awards for years FY10 through FY21.

Building and Grounds

The heat has been turned on for the winter season and storm windows have been installed throughout the building.

The basement sump pump has been repaired with new floats. A new alarm was also installed.

City COVID money was utilized to replace the first-floor drinking fountain with a combination drinking fountain and bottle filler unit.

The public Comcast internet connection has been upgraded with a new modem and faster service.

The elevator did not pass the annual inspection, and there is a 90-day period to make repairs. The failure is identical to issues found during last year's inspection, which were repaired by the elevator vendor. The City Facilities Manager is working with the elevator vendor to resolve the issue.

Personnel

M. Willwerth is no longer working as a Staff Librarian in Adult Services. The open position will be posted in November 2021.

Policy

Final updates to the NPL Circulation Policy were implemented to reflect addition of Library of Things items and other small changes. Updates were presented to NPL Board Members for review. Ms. Valeriani inquired about Freedom of Information Act inquiries. Ms. Stevens clarified that any potential requests for information of this nature would be directed to the Head Librarian. A motion to approve the amended Circulation Policy was introduced. The revised policy passed unanimously.

Staff Training

All NPL staff participated in a staff meeting and training from 9:00 am to 1:00 pm on November 1, 2021. Staff reviewed changes and best practices in managing collections, circulation, and working at the Children's and Circulation desks. Staff also reviewed the new website and viewed a short customer service video.

Assistant Head Librarian Ms. Kelso has been appointed to a position on the Massachusetts Library System (MLS) Executive Committee.

Friends of the Library

The Friends October book sale was a great success. Forty-four volunteers participated. Forty-seven new memberships were established. The sale raised \$8,412.00, and an additional \$4,000.00 in donations were received.

Thanks to the generosity of the Friends, the Library will offer an additional new museum pass this fall for the Currier Art Museum.

The Friends have received a donation of \$200,000 from the Newburyport Area Industrial Development (NAID) Foundation. The NAID Foundation is dissolving and has distributed their funds to 22 local non-profit organizations.

Old Business

Lower Level Repairs

The Archival Center is almost ready to reopen to the public. Staff have sorted, reviewed, and returned items to storage and all furniture is back in the Archival Center office and workroom. The Archives Reading Room will open to the public the week of Thanksgiving. Appointments will continue during regular Archival Center hours. Walk-in access may resume in December or January.

The Community Preservation Act grant-funded project to replace the Archival Center HVAC units continues to be delayed while the vendor awaits delivery of equipment and parts.

Building Fund

A statement for 2021 is available for review. Ms. Stevens will share this statement in the building fund report for 2021 required annually by the City Treasurer.

Website Project

The website vendor and NPL staff have almost completed the new website. The new site is in beta testing and should be ready to launch the week of November 29, 2021. The website project was funded with State Aid and bequest monies in the Library Special Gifts account.

Other Old Business

None.

New Business

Calendar

The Library will close at 5:00 pm on Wednesday, November 24, 2021, and will be closed on Thursday, November 25, 2021, and Friday, November 26, 2021, for the Thanksgiving holiday. The Library will be open on Saturday, November 27, 2021 with normal business hours.

A new series of presentations have been offered in November focusing on preservation of personal documents. Ms. Geller, who works in Information Services and the Archival Center, is presenting these programs, and may also offer a genealogy-focused series in late winter or early spring.

October Statistics

Ms. Stevens shared October statistics. Quarterly “welcome” postcard mailings to new Newburyport residents led to an increase in new library cards.

Other New Business

The Library will include a flyer about programs and services in the January 2022 mailing of the Council on Aging newsletter. This will reach 1,300 households. The Library hopes to participate in offering these inserts twice annually in partnership with the Council on Aging.

The Newburyport Literary Festival will again be held virtually from April 29, 2022 through May 1, 2022. NPL staff participate on the planning committee.

Adjournment

Ms. Valeriani introduced a motion to adjourn the meeting at 5:58 pm. The motion passed unanimously and the meeting was adjourned at 5:58 pm.