

**Newburyport Public
Library Board of
Directors
Virtual Meeting Minutes
February 16, 2022**

Call to Order

The meeting was called to order at 5:20 pm by Steve Moore. Roll call was taken.

Present: Marcia Edson, Gary Gorski, Sarah Holden, Steve Moore, Mayor Sean Reardon, Susan Shefte, and Sarah Spalding.

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

Absent: Kathy Carey, James Connolly, Christian Hansen, Councilor Heather Shand, and Elizabeth Valeriani.

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

Approval of Minutes

The minutes of the January 19, 2022 virtual meeting minutes were reviewed. No vote was taken as it was not clear if there was a quorum.

Next Meeting

Board meetings will continue virtually in 2022 until further notice. The next board meeting will take place virtually on March 16, 2022.

Head Librarian Report

Library Story

A lotus flower program offered by the Korean Cultural Association of New York resulted in positive feedback from attendees, including photographs of lanterns made by three generations within a single household.

Another patron thanked the library for the helpful support she always receives with her technology needs when visiting.

Budget

The Newburyport Public Library municipal Capital Improvement Plan (CIP) is due to Mayor Reardon February 25, 2022 and the draft library municipal budget and narrative is due March 4, 2022. The Municipal Appropriations Requirement (MAR) set by the Massachusetts Board of Library Commissioners (MBLC) is \$1,466,663.69 for the Library's FY23 budget.

Ms. Stevens met with and gave a tour to Ms. Preston, a new City Councilor. Ms. Stevens also met with the new Mayor's Office staff Andrew Levine, Chief of Staff, and Kim Turner, Manager of Special Projects, to discuss library operations and needs.

Trust fund requests will be submitted to the City Trust Fund Commission for their March 2022 meeting. These funds are requested and used annually to supplement the library material budget in order to meet the MBLC-mandated minimum materials expenditure requirement. Requests for funds may not exceed 3% of expendable interest from each fund annually. Some of these requested FY22 funds may be spent in FY23.

Building and Grounds

New lighting has been installed in the Teen Loft area above the Tween Fiction section. This project was funded by the Friends of the NPL.

The first-floor hallway and lower-level stairwell areas are being painted.

Bi-annual preventative maintenance has been performed on the HVAC system, resulting in replacement of three actuators. Upgraded equipment and software installed last spring for HVAC monitoring and control is working well.

Ms. Stevens submitted information for a new citywide facilities maintenance plan.

Ms. Stevens will submit a CIP that includes repair of outside drainage in front of the building, repair to front steps and retaining wall, replacement of fire alarm system components and smoke detectors, boiler replacement, and carpet replacement. Ms. Stevens is working with the Mayor's office and City facilities managers to obtain costs for and prioritize these projects. Fire alarm system and smoke detector replacements are taking place in stages to meet current equipment standards.

Ms. Shefte requested clarification about drainage issues involving the retaining wall. Ms. Stevens indicated that a city engineer will be involved in evaluating this issue, and described some of the basics of the current setup.

Personnel

The Staff Librarian position in Children's and Teen Services has been filled by K. Young. Ms. Young has most recently worked as the Teen Librarian for West Newbury and is currently pursuing her master of library and information studies (MLIS) degree. The Library Technician position is in the process of being filled. Both new employees will start by the end of February.

Ms. Stevens reviewed the library staff organizational chart. The library has two administrators and nineteen staff. All staff belong to the AFSCME union, operating under a three-year FY22-FY24 contract. Personnel accounts for 74% of the library's

municipal budget.

Policy

Final updates to the Internet and Computer Use policy were reviewed. The policy will be held for a vote at the next meeting in March when a quorum is present.

The Volunteer policy will also be presented at the March 2022 meeting for review.

Staff Training

The library was accepted for participation in a statewide cybersecurity awareness grant project. Staff are completing a series of online training modules through December 2022.

An all-staff professional development meeting will be scheduled in March. The library will be closed from 9:00 a.m. to 1:00 p.m. for staff training.

Friends of the Library

The Friends of the NPL Landscape Project committee met to determine a timeline and parameters for the project. The committee will include Friends board members, a member of the Newburyport Horticultural Society, Ms. Turner, Ms. Stevens and Ms. Kelso. Ms. Stevens solicited present NPL Board members regarding their interest in potential participation. Mr. Moore volunteered to participate on the committee.

Mr. Moore inquired about the scope of the project and potential location of new landscaping. Ms. Stevens expects the project will encompass the front lawn, front entrance of the Tracy Mansion, remaining grounds facing State Street, and small areas on Harris Street and Prince Place. Low-maintenance, sustainable plantings will be the focus. The kiosk sign in front of the library may be refurbished, replacement of fence posts on the retaining wall, and additional bicycle ramps may be added as part of the project. The overall goals are to improve the efficiency of landscaping and the appearance of the grounds.

The Friends of the NPL are funding replacement of staff furniture, including new ergonomic office chairs, a staff lounge table, and staff lounge seating.

The Friends of the NPL are funding Phase VII of the Daily News digitization project, with microfilm issues spanning the years 1986 through 2000 at a cost of \$27,180.

Old Business

Archival Center CPA Grant HVAC Project

The Community Preservation Act (CPA) grant-funded project to replace the Archival Center HVAC units continues to be delayed due to issues with delivery of the exterior units. The vendor hopes to complete installation and testing of the

equipment in February.

Archival Center Environmental Monitoring Project

The library is participating in a year-long MBLC grant project that provides hardware, software, training and support for environmental monitoring of spaces in the Archival Center. Monitoring sensors have been installed in the workroom, compact storage, and reading room areas. Temperature and humidity are being measured and monitored for baseline data, which will be helpful in analyzing effectiveness of the new HVAC and humidity control equipment once it is operational. A leak detection sensor may be added to the Archival Center as part of this project.

Ms. Holden inquired about access to monitoring software and how staff interact with the reported information. Ms. Stevens clarified more about the equipment and software.

Other Old Business

None.

New Business

Calendar

The library will be closed on Monday, February 21, 2022 for Presidents Day. The library was also closed due to weather on Friday, February 4, 2022, re-opening for regular hours on Saturday, February 5, 2022. All City buildings were closed February 4, 2022.

The library is continuing virtual programming for adults and children, but is also holding some in-person programs, including weekly movie matinees and an art history group.

January Statistics

A record number of 60 new library cards were issued during January 2022.

Other New Business

The second-floor microfilm reader will be unavailable while the equipment and software is being upgraded. Patrons can access microfilm using the older reader in the Archival Center.

Head Librarian Search

Ms. Shefte, Mr. Gorski and Ms. Spalding gave an update about the Head Librarian Search Committee. The membership of the committee is being finalized and a timeline has been established. The first meeting will be on March 1. Ms. Stevens spoke about the role of the City Human Resource Director, open meeting requirements and interview questions. There was discussion about giving candidates the interview questions in advance.

Adjournment

Ms. Edson introduced a motion to adjourn the meeting and Ms. Spalding seconded the motion. The motion passed unanimously and the meeting was adjourned at 6:11 pm.