

**Newburyport Public
Library Board of Directors
Hybrid Meeting Minutes
June 15, 2022**

Call to Order

The meeting was called to order at 5:16 pm by Ms. Valeriani. Roll call was taken.

Present: Kathy Carey, Gary Gorski, Christian Hansen, Susan Shefte, and Elizabeth Valeriani.

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

Virtual attendees: Sarah Holden, Mayor Sean Reardon, Sarah Spalding

Absent: Marcia Edson, Steve Moore, and Councilor Heather Shand.

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

Approval of Minutes

The minutes of the May 16, 2022, special meeting were approved.

The minutes of the May 18, 2022, virtual meeting were approved.

Next Meeting

The next board meeting will take place at the Library on September 21, 2022, in the Library Program Room.

Head Librarian Report

Library Story

Ms. Stevens shared a supportive note from a local resident which included a monetary donation to the Friends of the Newburyport Public Library.

Ms. Privitera, head of Children's and Teen Services, encountered a regular patron recently while out for coffee. The young patron said, "Miss Allison, I thought you were teasing when you said there were animals at the library!" in reference to her promotion of the 2022 summer reading program kickoff with Carriage Town Farms on June 11, 2022, which featured goats, chickens, bunnies, and a pony.

Budget

Ms. Stevens and Ms. Kelso met with the Budget and Finance Committee of the City Council to review the proposed fiscal year 2023 (FY23) Library municipal budget on June 2, 2022. The proposed Library budget is 1.57% of the total \$93,287,744 proposed City budget. City Council vote on the budget is scheduled for June 21, 2022.

The City Council approved a transfer from the Library's FY22 personnel services budget to the purchase of services budget. This will cover additional energy costs, as well as increased Internet costs. Funds will also be used for new carpeting on the main staircase and landings and on the Archival Center staircase and lobby.

Mr. Hansen inquired about the nature of questions from the City Council at the Budget and Finance Committee meeting from June 2, 2022. Ms. Stevens recalled questions regarding municipal appropriations requirements, minimum materials expenditure amounts, and inquiries regarding the transfer of funds from the personnel services to purchase of services accounts. Ms. Stevens shared the circumstances leading to the transfer of funds, including lower-than-expected personnel costs due to retirements, increased energy costs, and an increase in Internet delivery costs. This transfer of funds also enables the library to pursue carpet replacement projects for several areas in the building. This project will be funded with FY22 monies. Remaining funds from the budget transfer supplement remaining expense not covered by the Community Preservation Act grant, which funded installation of new HVAC equipment in the Archival Center. Mr. Gorski inquired about the projected number of hours open for FY23 as it relates to projected HVAC costs. Ms. Stevens confirmed that FY23 hours are anticipated to remain the same as FY22.

Building and Grounds

The HVAC system has been changed over to cooling after repairs to the chiller and replacement of HVAC control parts.

Second-floor window sections that have broken seals will be replaced.

Carpeting will be ordered for replacement this summer. FY22 funds will be encumbered. Reading Room carpeting will be replaced in FY23.

Ms. Kelso is working with the City and its vendor to install exterior cameras as part of a city-wide project. The Library has purchased a network switch to host the cameras, and the city-wide grant will pay for camera equipment, configuration, and installation. Four cameras, at entry points to the building, will be purchased.

Personnel

The Assistant Head Librarian position which will be vacated on July 9, 2022, when Ms. Kelso becomes the Head Librarian, has been posted. Interviews will take place in June 2022 and will include Ms. Stevens and Human Resources Director Ms. Drelick.

Longtime Children's Staff Librarian Ms. Oxtan will be retiring in early July 2022. Her position has been posted.

Policy

The board conducted a final review and discussion of approved updates to the Collection Development Policy, as well as the Newburyport Public Library Request for Reconsideration of Library Materials form and procedures. Ms. Stevens shared the procedure for reconsideration requests. Ms. Shefte and Mr. Connolly inquired whether any complaints have been received recently regarding materials objections. Ms. Stevens cited a recent experience with a patron. Mr. Hansen commented on the value of a transparent process so patrons are informed of the actions taken with respect to their requests. Library staff will receive training on handling these requests.

The board conducted a final review and discussion of the Circulation Policy with the addition of Massachusetts General Law information regarding willful retention of materials and theft of public property. Minor changes to the policy regarding use of museum passes were discussed. Ms. Valeriani inquired about an instance of the use of “e-passes” in the policy that require an update. Ms. Stevens incorporated the correction. Mr. Hansen inquired about the paragraph regarding the Library of Things and the loss of items as it pertains to lost and overdue materials. Ms. Stevens explained the “reported returned” process for items patrons believe they returned to the library but that are not immediately located by the library or patron. The library permits three of these instances annually per patron. If the item surfaces, it is cleared from the patron account. Mr. Gorski requested a report of “reported returned” Newburyport Public Library items from FY22. Patrons can pay for lost items in person or online. Monies for lost items paid online are forwarded from the Merrimack Valley Library Consortium to the Newburyport Public Library Special Gifts account.

Mr. Connolly introduced a motion to approve the Collection Development Policy and Circulation Policy changes. Ms. Carey seconded the motion. The Collection Development and Circulation Policy changes were adopted and approved unanimously.

Staff Training

Ms. Kelso attended a training with other City department heads on food insecurity.

Staff have been attending virtual trainings on a variety of topics.

Ms. Kelso and Ms. Stevens have been working together to ensure a smooth transition for the Head Librarian position.

Friends of the Library

The Friends of the Newburyport Public Library is holding a membership campaign through July 1, 2022. The Friends had over 300 members in FY22 and hope to surpass that number in FY23.

The Friends funded reupholstery of four library chairs, which will be returned to the Library June 25, 2022.

The Friends Landscaping Committee met on June 14, 2022, and decided to postpone landscaping project progress until September 2022, when vendors may be more available.

Old Business

Archival Center CPA Grant HVAC Project

The Community Preservation Act grant-funded project to replace the Archival Center HVAC units is moving forward. The remaining equipment installation for the Liebert units has been completed and the units have been started. Final review and startup of the humidifier equipment is expected in July.

Other Old Business

None.

New Business

Calendar

The Library will be closed on Monday, June 20, 2022, for the Juneteenth holiday.

There is a public reception for Ms. Stevens on June 29, 2022, from 4:00 to 6:00 p.m. This is an informal opportunity for the public to speak with the retiring Head Librarian and to meet the future Head Librarian, Ms. Kelso.

Ms. Stevens will be on vacation the week of June 20, 2022. July 8, 2022, is Ms. Stevens' last official day of work at the Newburyport Public Library.

Summer reading has started, with programs for all ages.

May Statistics

May statistics reflect minor changes, with attendance and circulation steady.

Other New Business

Sarah Sogigian, the director of the Massachusetts Library System, and Rob Favini, from the Massachusetts Board of Library Commissioners, toured the Library and met with Ms. Kelso and Ms. Stevens.

Ms. Stevens closed the meeting by acknowledging the support of the Newburyport Public Library board and its positive engagement. Ms. Stevens thanked board members for their service.

Adjournment

Mr. Connolly introduced a motion to adjourn the meeting. Mayor Reardon seconded the motion. The meeting was adjourned at 6:17 pm.