Board Members Present: Chris Stevens, Anne Spirn

Board Members Absent: Daniel Munnelly

Others Present: Sharon Hawkes, Carolyn Ziering

Convened: 6:37 PM

Budget 2022.
Anne Spirn would like the Selectmen and Town Administrator at our next meeting to seek a commitment from them. Sharon suggested that the Trustees might write an open letter to the Selectmen asking that they commit to fully funding the Library.

Director’s Report.

Budget 2022. The selectmen and town administrator were invited to this Trustees meeting to discuss the proposed budget, but have declined in favor of the regular budget process at this point, which has gotten off to a late start. The Town Administrator sent a department head memo stating his opinion that state aid may be lower than last year, and to put off capital expenses and budget increases, with a goal to “maintain our levels of service and balance our budget.” Sharon will meet with him and the new Town Accountant, Alison Nieto, on January 5 to discuss the Library budget.

Library services. The Library is in Week 26 of limited opening to the public, half a year. Sharon recommends no changes at this time. The Library is compliant with Governor Baker’s Phase III, Step 1 mandate for reopening along with a 25% visitor capacity.

COVID information services. The Library is making regular posts about COVID-19 on social media in addition to reposts from town hall. Topics include prevention, testing, and vaccine distribution, as well as more general topics such as keeping mentally healthy.

Building. On December 10, Ross Dekle from Massachusetts Historical Commission toured the restored terrace and the building with Town Administrator Tony Barletta, architect Richard Smith, contractor Greg Campbell, and Sharon. He seemed pleased with the work and interested in the building’s history. He wrote to Richard that he looks forward to doing more work with him on the library building. Richard is preparing his final report on the project. There were 975 hours of work performed on the terrace project aside from architectural planning, and the final cost of the project was $434,177, leaving $37,823 to put to other restoration projects.
Richard Smith is putting together new quotes for restoring the gutters, roof, and roof flashing along with the window sills and casings. Lynne Spencer has encouraged the Library to write for an additional CPA grant, due January 31.

**Annual Report. [handout]** Sharon would like the Trustees to vote to sign onto the Annual Report for calendar year 2020, which is included in the Town Annual Report at town meeting.

**Annual plan. [handout]** Sharon submitted an updated annual plan for library services to the MBLC on December 2. Annual plans, which break down the long-range plan, are required to be on file with the MBLC to qualify for LSTA grants.

**LSTA grant FY2021.** Sharon was invited to interview about the Florence Johnson Herbarium for the Digital Commonwealth blog and their newsletter.

**LSTA grant FY2022.** Sharon will apply for a grant for the FY2021-22 fiscal year through the federal Library Services and Technology Act, administered by the Mass Board of Library Commissioners. The grant involves photographing, cataloging, and creating a brochure about the Library’s art works. The first draft of the grant application will be due February 18.

**Holiday lights map.** Sharon created a map of where some of the more impressive holiday light displays are, and posted it on social media and to the email newsletter recipients. It has received a lot of response, a sign that the public is looking for safe holiday ideas during COVID isolation.

**New Business.**

**Director Evaluation.** Postponed until all Board members can be present.

**Adjourned:** 7:17