

**Hadley Public Library Board of Trustees
Meeting Minutes ~ Monday, March 18, 2024**

The meeting was called to order at 7:00 p.m. in the Hadley Public Library Meeting Room.

Present: Lynne Latham (Chair), Jessica Kem, Susan Mooring, Jo-Ann Konieczny, Jack Czajkowski.

Minutes of the February 20, 2024 meeting were approved with corrections.

The chair reminded all board members who are responsible for working versions of library and board documents to send the director the final version which should include a notation that it is the document of record or approved version.

In the Director's absence, the chair brought to the attention of board members and viewers several items from the Director's report:

- The prospective purchase of Windows language packs and keyboards that would be helpful to the town's Spanish and French-speaking community members. Jo-Ann explained that she had contacted State Sen. Jo Comerford's office about services for migrant community members and been referred to the Greenfield Public Library director since they have taken a number of steps to improve access for a comparable population of French and Spanish speaking residents.
- The Director is planning to submit a capital request for 10 additional desktop computers to fill the remaining computer stations and 2 laptop computers for staff use. He noted that all computer stations are often being used simultaneously.
- As plans for youth summer programming are made, notably in STEM/STEAM areas, the Director requested funding for this from the Charlotte Smith bequest. A motion was made to approve the expenditure of up to \$2,000 from the Charlotte Smith fund toward these costs. The motion was seconded and approved unanimously.
- The Director had asked if a trustee might attend the March 20th Selectboard meeting in case the installation of an EV charging station was discussed. He had heard this was a possible agenda item. The chair agreed to do so.

Strategic Planning. Jo-Ann thanked all trustees for their participation in the initial planning session and asked for comments and observations. Consensus among members was that the event had resulted in a long list of items gathered in a short period of time. With the board's support, Jo-Ann will work with former trustee Alison Donta-Venman to analyze the data, identify areas for further investigation/research, and develop prospective survey questions to gather data from the wider community and patron populations. Survey results may lead to the establishment of groups focused on the topics identified as priorities.

Roof. In light of new water marks on several ceiling tiles the town building inspector, his assistant, and the town's building maintenance manager had conducted a drone survey and

physical inspection of the roof. Several problems not seen before were noted and photographed. This information was shared with the trustees. Jo-Ann, a member of the roof engineering working group, called Mark Sullivan, the OPM for construction of the library, to ask his advice. Based on that conversation, Jo-Ann and Jack recommended that a roofing company's services be engaged to evaluate the problem. The board voted unanimously to authorize the expenditure of up to \$2,000, from a source to be determined by the director, to have a roofing company identify and address the problem. For the moment, further action on a broader engineering analysis of the roof's condition is postponed. The chair will forward this information to the director and assistant director.

The meeting was adjourned at 7:43 p.m.

Respectfully submitted by
Lynne Latham

Votes taken:

- Approval of minutes from the February 20, 2024 meeting
- Authorization to use up to \$2,000 toward the costs of summer STEM/STEAM programs from the Charlotte Smith bequest.
- Authorization to use up to \$2,000 to engage the services of a roofing contractor to identify and possibly repair the source of water infiltration.