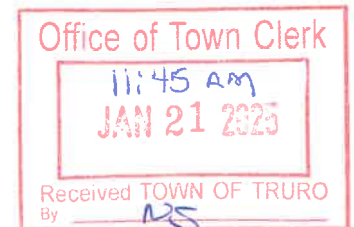




**Board of Library Trustees
Minutes
Friday, December 20, 2024
3:30pm
TRURO PUBLIC LIBRARY**

Attending: Keith Althaus, Nola Glatzel, Martha Magane, Chris Kaufmann, FOTL representative Ann Courtney

- Call to order at 3:30pm
- Approval of minutes - Nola Glatzel
 - Nola moved, Keith seconded, minutes approved unanimously
- Annual Town Report Discussion
 - Chris asked staff for feedback and gave info to Kait
 - Needs to be submitted by January
 - Kait will write it, send it to us for feedback, and then send to the town
- FOTL Update
 - Cookie swap was a success with some first-time library users
 - Soup Share upcoming January 16 at Noon
 - Spring Meetings
 - January 17- Nola will attend
 - March 21- Martha will attend
 - May 16- Mary will attend
 - Annual Meeting will be in June
- Library Director Report-Chris Kaufmann with thanks to Maggie Hanelt
 - Seven donors donated more than \$2,500 worth of gifts and money to the HPC
 - In the past FOTL did the angel tree and then Courtney
 - No one stepped forward from FOTL to set up the Angel Tree this year
 - Concern of equal representation for different winter holidays
 - Toys to Truro Fire and Police Dept from Library staff
 - Budget Presentation is Tuesday, January 21 at 8am
 - Some changes to Statistics form
 - Possibility to show more information to trustees in future months such as separating out audiobooks and e-books
 - State grant account is at approx. \$5,700. Waiting to hear back about Library gift account and Cobb Interest Account
 - Truro awarded state aid amount but it has not yet been received
 - \$1000 donated to Library Gift Account this month
 - Approx. \$500 deposited in other donations, copies, and other charges
- Fax Fee Schedule
 - Extra phone line is for fire alarm, Chris requested map of phone lines
 - Phone line is \$110 a month (needed for fire alarm anyway), but monthly fax costs



- are \$0-\$0.05 per month
- Chris hopes to eliminate fax fee or charging only for confirmation page printed
 - Would have to go through Selectboard because it is a change to fee schedule
 - Photocopies, fax fees, and fines currently go into the General Fund
 - General agreement among the trustees Photocopies, fax fees, and fines currently go into the General Fund
 - Next step: Recommendation from Trustee Board to Selectboard
 - Martha made a motion to go before the Selectboard to recommend the elimination of the fax fee schedule for reasons of equity, Mary seconded, unanimously approved
 - Budget Discussion
 - Chris will continue to work on the draft and flesh out some details
 - Staff hours increases including making Youth Services/Tech Services Full Time and increasing Public Services Librarian's hours per week from 37.5 to 40
 - Less in the budget for seasonal employee
 - Damion Clements from Community Services offered to write in support of added library hours
 - Budget question: Budget line item says \$1500 for website, question of cost for library internet service
 - Reduction in materials costs relies on increased staffing, necessary to make this more clear in the narrative
 - Prep meeting with Town Hall on January 15
 - Brief discussion of possible shifts in the new year - Teen room and Books Down Under shift, weeding nonfiction books
 - Meeting adjourned at 4:40pm
 - Next meeting will be moved to Friday, February 28 at 3:30.

Respectfully Submitted,



Nola Glatzel, Secretary
Board of Library Trustees

