

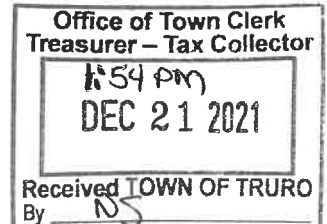


**Board of Library Trustees**  
**Minutes**  
**Friday, December 17, 2021**  
**3:30PM**  
**TRURO PUBLIC LIBRARY**  
Go to Meeting Virtual Meeting

Attending: Martha Magane, Mary Abt, Keith Althaus, Kait Blehm, Ann Courtney, Tricia Ford  
Not attending: Meg Royka

**Called to Order 3:32**

- **Approval of November 2021 minutes – Mary Abt**  
Keith made motion to accept Martha second approved unanimous
- **Friends of Truro Library report - Ann Courtney**  
December 1st appeal was sent 39 responses.  
Raised \$2,000 to date.  
\$350 donation in memory of Jeanne Foulk.  
Request from a donor to reinstate a Super Donors recognition.  
Books Down Under - 4 new volunteers all helping.  
Thanks to Kate Blehm for sending these volunteers.  
Angel Tree - Highly successful and met their goals
- **Library Director's report – Tricia Ford - copy attached**
  - Angel Tree - \$3,500 donated and 88 new books.
  - Footnotes is ready to be mailed.
  - Capitol projects. Sound and wiring community room for meetings etc.
  - The Town manager suggested hiring a company to look at the entire building and its needs and remodels
  - A company came by 12/17/2021 and took a look at the library and stated they will give an estimate to do that large scale planning. Will suggest a company (ies) to do the work. This is a look/see at possibilities. Tricia made a list of most urgent needs.
  - Truro Library received accreditation from state.
- **-Donations**
  1. Staaterman Family
  2. Lois Lessard \$1,000 for e-books and e-audio books.
  3. CPC grant written for an edible garden public meeting in January.
  4. Building Bridges not Walls - Dec 4 program postponed to January 15, 2022
  5. Budget planning sometime in January 2022.
  6. CLAMS state circulation - Truro is doing splendidly in comparison to other Cape and Island Libraries



- **Long Range Plan - Martha**

Now is the time to seek names of possible volunteers to make up a sub-committee.  
8 month commitment meetings would last through the summer.

Long Range Plan is 5 years

- Any other business that may legally come before the committee for discussion at the next meeting

Martha would like to cancel January 2022 Trustee meeting.

Tricia is concerned about programming if the January meeting is cancelled.

Tricia will ask the Health Agent if library may ask for vaccination status of patron.

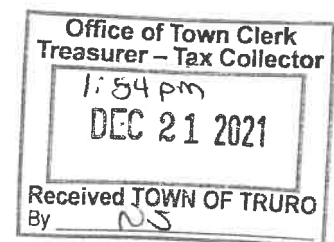
**POLICY MEMORANDUM #65** In person vs recorded meeting - If we all agree to meet in person we won't need to record on go to meeting.

**Meeting Adjourned 4:22pm**

Next meeting. TBD

FOTL Meeting Monday, 02/02/2022

Mary Abt



**Truro Public Library**  
**Director's Report for Library Trustee Monthly Meeting**  
**December 17, 2021**  
**FY2022**

**Statistics:** Attached.

**Financial Report:** Attached.

**Collection Development:** No issues.

**Building Status:** Uncompleted tasks: repair lighting on porch and in front.

**Staff:** No issues. Maggie Hanelt is on vacation. Tricia will take a vacation at the end of January.

**Activities/News:**

The following the upcoming holiday closing schedule:

Friday December 24, 2021 in observance of Christmas Eve

Saturday December 25, 2021 in observance of Christmas

Friday December 31, 2021 in observance of New Year's Eve

Saturday January 1, 2022 in observance of New Year's Day

On December 3, Courtney Francis gave the Homeless Prevention Council our Angel Tree donations. The full amount donated is \$3,500 and 88 new books that were donated by Sea Howl Bookshop in Orleans, The Brewster Bookstore, and Titcomb's Bookshop in Sandwich contributed books.

The next issue of Footnotes is almost completed and will be mailed right after Christmas.

In discussing the upcoming FY23 library budget, Town Manager Tangeman suggested that instead of once again asking for \$15,000 for a space planning consultant that is limited in scope, that we increase our "ask" for a space planning and engineering consultant to recommending solutions for all the inadequacies of the building. Jarrod Cabral and I are in the process of obtaining an estimate for what such an engineer would cost.

In the meantime, it is unfortunate that the capital requests will be postponed again but by keeping the big picture in mind we can proceed with more confidence and better avoid mistakes.

Library staff submitted a mini-grant request to the Truro Community Preservation Committee for funds to transform the back of the library into an edible forest path. The next step in the process is a public meeting in January.

Mass. Board of Library Commissioners were awarded the Truro Library accreditation on December 1, 2021.

We received two donations that are remarkable. The first is from the Staaterman family. Their relatives, Laura and Jack Johnson wrote an adorable kids book, *The Leaky Whale*, and each year the family donates the author remuneration to the library. In addition, we received \$1,000 donation from Lois Lessard who requested that the funds purchase e-books and e-audiobooks.

Truro Central School students came to the library on Wednesday, December 15.

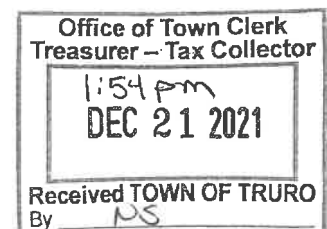
We had to cancel the first "Building Bridges, Not Walls" on December 4, but we already have enough attendees for the second session on January 15.

Upcoming Programs

In December we are getting a "taste" of in-person activity, and in January we will expand (COVID-permitting, of course). We begin December with the Truro Book Group discussing *The Code Breaker: Jennifer Doudna, Gene Editing, and the Future of the Human Race* by Walter Isaacson.

Respectfully submitted,

Tricia Ford  
Library Director



## **2021 Meeting Room Exhibits:**

January – *tba*

February – *tba*

March – *tba*

April – *tba*

May – *tba*

June – *tba*

July – *tba*

August – *tba*

September – *tba*

October – *tba*

November – *tba*

December – *tba*

## **Upcoming presentations and activities:**

Children's Story Hour

Outside or on Zoom in inclement weather on Thursday mornings at 10:30 a.m.

Children's Saturday Programs

(see Footnotes/Website)

Book Groups

Truro Library Book Group (last Wednesdays)  
Next Chapter Book Group (*on hiatus*)

Events

(see Footnotes/Website)

**TRURO PUBLIC LIBRARY  
BUDGET SUMMARY  
November 30, 2021**

**EXPENSES:**

**MATERIALS (5410)**

Beginning Balance:	\$	33,804.47	Original Appropriation:	\$	65,000.00
October Expenses:		<u>2,594.42</u>	FYTD Expenses:	\$	33,789.95
<b>Ending Balance:</b>	<b>\$</b>	<b>31,210.05</b>			

**SUPPLIES (5400)**

Beginning Balance:	\$	4,201.39	Original Appropriation:	\$	8,000.00
October Expenses:		<u>309.08</u>	FYTD Expenses:	\$	4,107.69
<b>Ending Balance:</b>	<b>\$</b>	<b>3,892.31</b>			

**SERVICES (5200)**

Beginning Balance:	\$	16,529.11	Original Appropriation:	\$	26,325.00
October Expenses:		<u>1,732.41</u>	FYTD Expenses:	\$	11,528.30
<b>Ending Balance:</b>	<b>\$</b>	<b>14,796.70</b>			

**OTHER (5700)**

Beginning Balance:	\$	19,362.29	Original Appropriation:	\$	29,850.00
October Expenses:		<u>141.58</u>	FYTD Expenses:	\$	10,629.29
<b>Ending Balance:</b>	<b>\$</b>	<b>19,220.71</b>			

**BANK ACCOUNTS:**

**LIBRARY GIFT ACCOUNT (2509)**

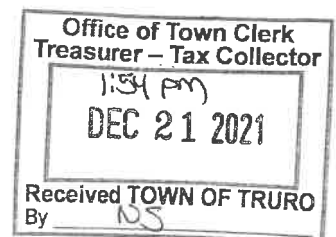
Beginning Balance	Deposits/Dividends	Expenses	Ending Balance
\$ 30,533.55	\$ 106.07	\$1,223.99	\$ 29,415.63

**STATE GRANT ACCOUNT(2302)**

Beginning Balance	Deposits/Dividends	Expenses	Ending Balance
\$ 5,084.26	\$0.00	\$0.00	\$ 5,084.26

**COBB INTEREST ACCOUNT**

Beginning Balance	Deposits/Dividends	Expenses	Ending Balance
\$ 4,855.85	\$0.00	\$0.00	\$ 4,855.85



# **Statistics for November 2021** **FY2022 (done except for O/D)**

## **Circulation:**

		Nov. 2021	Nov. 2020	Nov. 2019
<b>Monthly</b>	circs	1,749	1,223	2,436
	e-circs	<u>985</u>	<u>754</u>	<u>700</u>
	<b>Total circs</b>	<b>2,734</b>	<b>1,977</b>	<b>4,024</b>
<b>Yearly</b>		<b>FY2022</b>	<b>FY2021</b>	<b>FY2020</b>
	circs	15,423	8,605	22,191
	e-circs	<u>4,767</u>	<u>3,729</u>	<u>3,101</u>
	<b>Total circs</b>	<b>20,190</b>	<b>12,334</b>	<b>25,292</b>

## **New Patrons:**

Clams	11
e-patrons	<u>6</u>
<b>Total</b>	<b>17</b>

## **Collection Management:**

New Items	Books	Dvds	Music	Audio	Games	Things	Discards
150	133	11	0	6	0	0	11
						(hotspots)	

## **Programs:**

7 Children's Programs	16 Children	7 Adults	1 Teen
0 Family Programs	0 Children	0 Adults	0 Teen
2 Adult Programs		25 Adults	
1 Bookgroups		15 Attendees	

**Door Count:** 1637 people

**Total**      **10 Events**                      **64 Attendees at programs**  
**7 Podcasts Viewings**

**Meeting rooms uses: available for limited use**

