

## 4/3/2023 WPL Trustee Meeting Minutes

### In Attendance

Jenn Warner, Library Director

Susan Scott, Chair

Emily Hutcheson, Trustee

Heidi Hardin, Trustee

Joe Mullin, Trustee

Shaheen Parks, Trustee

Chris Welles, Secretary

Cecily Cassum, AIC

Debbi Darling†

†Co-President of The Friends

### The meeting was called to order by Susan Scott at 9:34 AM

**Approval of Minutes of March 13th, 2023: Motion:** Emily Hutcheson moved to approve the minutes of March 13th, 2023. **Second:** by Heidi Hardin. **Motion passed *unanimously*.**

### Director's Report

Foot traffic is up. Library visits are lasting longer. Programs are driving increased visits by kids and adults alike; and patrons of all ages are staying longer to play with puzzles and games, to work, and to socialize.

An all-staff meeting was held March 17th. Jenn reviewed & celebrated the Library's STAR status. A segment on Staff & Patron safety was facilitated by Detective Kelly Connarton of the WPD. She ran through different 'situation' scenarios. A highlight was a delicious lunch provided by the Friends of the Library.

We are approaching the close of FY2023 — on June 30th. We reviewed the budget for Library Materials. For the next FY (2024), the Town budgeted appropriation for the Library is ~\$1.7 million. Our target materials budget of \$230K is about 14% of the municipal operating budget appropriation. Because the Library is open more hours than the certification requirement from the Board of Library Commissioners (based on the Town population), the materials appropriation is allowed to be lower than the standard of 16%.

The Library FY2024 Town budget for Library materials is \$92K. The remainder — \$138K — will be supplied by Library Trust Funds. The Noyes fund is the largest. It is restricted to specific genres, such as: memoir, history, art & music.

Fine-free policy explanation. Though it had been considered, it was decided not to make an exception to the fine-free policy and assess fines on Library of Things items. If fines don't work, they don't work, so no fines will be assessed on any WPL-owned materials.

## **AIC report (Cecily Cassum)**

Customer needs survey: a popular sewing teacher is bringing in traffic. Of respondents, 70% have taken a class — mostly arts and crafts, and 40% have come to a public event (Holiday Market, Weaver’s Guild, etc.). Takeaways: increase engagement via interest in arts & crafts; use word of mouth to increase participation; and find a partner to generate interest in digital fabrication.

Comparable study: a consultant identified several comparable area arts organizations. Comparable organizations typically fund about 75% of operating expenses from user fees. At the moment, the AIC is funding 39% of operating expenses from operating revenue (program and rental fees). The AIC needs additional source(s) of funds. Individual donations are tapped out. Town support is limited. Explore corporate funding. Cecily: many corporate grant programs exclude schools and libraries - which are assumed to be municipally supported. Naming rights would likely need to be on the table for corporate funding: “The Biogen Art and Innovation Center,” for example.

**Adjournment:** Emily Hutcheson moved to adjourn at 10:24 AM. Heidi Hardin seconded.

**Next Meeting:** May 8th, 2023 at 9:30 AM in the AIC Reading Room

Respectfully submitted, Christopher Welles, secretary