



CHICOPEE PUBLIC LIBRARY

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Trustees: Normand Girouard, Karen Kamienski, Barbara Pronovost

Minutes of the Trustees Meeting

June 5, 2023

- 1. Call to order:** Norm Girouard called the regular monthly meeting to order on Monday June 5, 2023 at 9:32am at the Emily L. Partyka Central Branch, 449 Front Street.
- 2. Roll call:** Trustees: Norm Girouard, Karen Kamienski, and Barbara Pronovost (via Zoom). Library Director, Laura Bovee. Absent: Assistant Library Director, Anne Gancarz.
- 3. Minutes: Regular Meeting: May 8, 2023**
Motion: To accept the minutes of the May meeting, as presented.
Motion: Norm Girouard. Second: Karen Kamienski. Passed: 3-0

Next scheduled meeting: Monday, September 11, 2023 at 9:30 am.

Location: Emily L. Partyka Central Branch.

- 4. Financial Report: June 2, 2023**
Laura Bovee reviewed and discussed balances of LIG, MEG, donations, revolving, and operating accounts.
As we reach the end of the fiscal year we have spent down our budget on books and resources. Our city budget amounts are nearly exhausted. The library accounts are at nearly the same levels as our last meeting. The Director is looking toward some special projects or new technologies to spend these funds on.
Motion: To accept the financial report.
Motion: Norm Girouard. Second: Karen Kamienski. Passed 3-0.
- 5. Correspondence**
None.
- 6. Director's Report:**
Library statistics: Circulation, computer usage, and program statistics were reviewed and discussed for May 2023.
Circulation, door count, and program attendance numbers are holding steady or trending slightly upward.
Motion: To accept the Director's Report.
Motion: Karen Kamienski. Second: Norm Girouard. Passed 3-0.

7. Old Business:

Staffing and Building Maintenance Updates: Laura Bovee reported that Brian Galvin has been added to the library's maintenance crew. He will be working in addition to the current maintenance staff, Mark Morin and Mike Defede. Brian will be working in the late afternoons and into the evenings, from around 3pm to 11:30pm during the week. His schedule has shifted a bit, so things are still settling.

Updates on FY23 budget - The budget is nearly ready to be closed for FY23. We are spending down on accounts and getting the last batch of Purchase Orders submitted in the next week or two.

Updates on upcoming FY24 budget and City Council Meeting - The FY24 budget is ready for submission to the City Council. The final piece of our budget was to increase the Community Services Librarian position from 35 to 40 hours, and Laura heard from Sharyn Riley in Auditing at the end of May that all paperwork is completed. That position will move to 40 hours starting on July 1. This will allow the position (which operates the Bookmobile) more flexibility and allow us to say yes to more community outreach opportunities.

Laura reported that the City Council Budget Hearing dates have been announced. She has requested that she appear before the City Council on either June 26 or 27. She will let the Trustees know which date is assigned as soon as she hears so the Trustees can attend the meeting if they choose.

8. New Business:

Review of proposal from SLR International Corporation for "Chicopee Public Library Plaza Improvements"

Laura went over the document with the Trustees, outlining what the scope of SLR's work would be for the project.

Questions: –Karen Kamienski: Where is SLR based? Laura: They are international but the local office is in Agawam.

–Norm Girouard: Is SLR known to the City? How did you find them? Laura: SLR was recommended by both Lee Pouliot and Kathleen Lingenberg, both of whom have used the company for City projects. SLR is, in fact, working with Lee Pouliot on the Riverwalk that runs right behind the library. Since they will be working on a gate and path to the Riverwalk from the library property, it will be beneficial to have SLR working on our backyard project, as they can make things work seamlessly.

–Norm Girouard: Where are we at with the funding source for this project? Laura: I heard from Kathleen Lingenberg on about May 22 that the ARPA funding was not going to work out, as they had received many other requests for funds. Kathleen let me know that she has offered to have CDBG fund the project. This will be a bit more complex than the ARPA funds, but Kathleen has said that it should not be a burden and that she will assist.

–Barbara Pronovost: Will a picnic table or other items be included in the project?

Laura: That is the current plan. SLR and I have talked about one or two picnic tables,

a solar charger for phones and other devices, and possibly a water bottle filler or pathway lighting. All of this is dependent on funding and costs.

Motion to provide \$16,500 for SLR's "Chicopee Public Library Plaza Improvements" (Project #145.21633.00001) from the library's Donations account, namely from funds received in January 2022 from the estate of Shirley F. Roy.

Motion: Norm Girouard. Second: Karen Kamienski. Passed 3-0

9. Adjournment:

Motion to adjourn at 10:00am

Motion: Norm Girouard. Second: Karen Kamienski. Passed 3-0

Respectfully submitted by:

Laura Bovee

Director

6.5.23