



# Town of Reading Meeting Posting with Agenda

**RECEIVED**  
By Town Clerk GP at 10:17 am, May 09, 2024

## Board - Committee - Commission - Council:

Board of Library Trustees

Date: 2024-05-13

Time: 7:00 PM

Building: Reading Public Library

Location: Community Room

Address: 64 Middlesex Avenue

Agenda:

Purpose: General Business

Meeting Called By: Patrick Egan, Chair

Notices and agendas are to be posted 48 hours in advance of the meetings excluding Saturdays, Sundays and Legal Holidays. Please keep in mind the Town Clerk's hours of operation and make necessary arrangements to be sure your posting is made in an adequate amount of time. A listing of topics that the chair reasonably anticipates will be discussed at the meeting must be on the agenda.

**All Meeting Postings must be submitted in typed format; handwritten notices will not be accepted.**

## Topics of Discussion:

**This meeting will be held in-person in the Conference Room at the Reading Public Library and remotely on Zoom. It will also be available streamed live through RCTV**

Join Zoom Meeting

<https://us02web.zoom.us/j/86117297460>

Meeting ID: 861 1729 7460

One tap mobile

+13017158592,,86117297460# US (Washington DC)

+13052241968,,86117297460# US

Dial by your location

+1 646 876 9923 US (New York)

Meeting ID: 861 1729 7460

Find your local number: <https://us02web.zoom.us/j/86117297460>

The Trustees also accept public comments through email: [rpltrustee@noblenet.org](mailto:rpltrustee@noblenet.org)



## Town of Reading Meeting Posting with Agenda

- I. Call to Order
- II. Public Comment
- III. RMLD EV Charger Update
- IV. Pride Statement
- V. Ad Hoc Library Landscape Committee Update
- VI. State of the Collection Report
- VII. REVIEW: Local History Room Policy
- VIII. VOTE: Celebration Trust Committee Appointee
- IX. Financial Report
- X. Director's Report
- XI. Approval of April 8, 2024, Meeting Minutes
- XII. Future Agenda Items
  - a. June
    - i. Summer Programming Update
    - ii. Community DEI Assessment Update
    - iii. VOTE: Local History Room Policy
    - iv. VOTE: Election of Officers
    - v. VOTE: FY25 Trustee Meeting Dates
    - vi. VOTE: CY25 Holiday Schedule
  - b. Other

# Statement Solidarity and Support for Our Pride Community

## Board of Library Trustees

Our public library serves all in our community, fostering an environment of respect, understanding, and belonging. Our Library is proud to provide a welcoming, safe, supportive and celebratory space for members of the LGBTQ+ community, both as patrons and as part of our staff. We recognize the diversity of this community and strive to meet the informational, educational, and recreational needs of our LGBTQ+ patrons.

Adopted: May 13, 2024

# HISTORY ROOM USE AND ACCESS POLICY

## Purpose

The Reading Public Library's History Room is available to all researchers. This policy ~~is to ensure~~ the preservation and longevity of the materials and applies equally to all persons. This room is open by appointment to all researchers and is not available ~~to the public~~ as a meeting space.

## Scope

This policy covers the space and all materials housed in the Library's History Room. ~~This non-circulating e~~ collection includes Town Annual Reports, RMHS Yearbooks, Resident Lists, historical vital records, public documents, and other items deemed to be historically significant, or pertinent to the Town of Reading and its residents.

Due to the delicate and fragile nature of many of the materials ~~in the History Room~~, the History Room will remain locked at all times. Researchers may make appointments to access the space and open-shelf collections. ~~Library employees will retrieve items from in secure storage upon require a special request and are retrieved by a library employee. Library employees are responsible for monitoring the light, humidity, and temperature requirements of the room.~~

Access to some items may not be available if an item is deemed too delicate for physical handling and view. ~~RPL will Every effort will be made to~~ provide access to a digital copy if available.

Patrons who engage in behavior that could cause damage to materials may be denied access.

## Conditions for Accessing Materials

All ~~users of the~~ History Room ~~users~~ must ~~present a NOBLE library card or valid state or federal photo ID sign in~~ at the Research and Readers Advisory Desk ~~prior to use and need to provide proof of identification with a valid state or federal photo ID, or a valid library card from the NOBLE library system. Patrons may make advance or same-day appointments to access materials in the History Room. Appointments may be made online, by calling the library, or done in-person. The librarian will sign in the user and provide them with a copy of this policy before retrieving materials or granting access to the Local History Room.~~

~~Please note: All materials in the History Room must be handled with care.~~

1. ~~All materials in the History Room must be handled with care. Items in this collection do not circulate.~~
2. ~~Paper and pencils, a small purse or wallet, and mobile devices, such as a phone or laptop computer are permitted in the History Room.~~
3. ~~2. Pens are not permitted.~~
4. ~~The library can provide pencils and paper upon request.~~
5. ~~3. Materials may not be leaned on, written on, folded, traced, or handled in any way likely to damage them.~~
6. ~~4. Food, drink, and chewing gum are prohibited.~~
7. ~~5. Patrons may not adjust shades, furniture, or environmental controls~~
8. ~~Briefcases, backpacks, and other bags are not permitted.~~
9. ~~Wifi is available~~
10. ~~6. Items from secure storage must be requested a minimum of 45 minutes before the library closes.~~

## Noise Level

The History Room is a quiet workspace. ~~Cell phone conversations are not permitted.~~

## Photography

Use of a flash is prohibited. Non-flash photography is allowed, so long as the item will not sustain damage in the process of handling, arranging, and photographing (See also: Copyright).

## Reproduction and Photocopying

Patrons may request photocopies, digital images, and other reproductions of materials (~~See also: Copyright~~). ~~Library staff will fulfill Requests are considered~~ on a case-by-case basis ~~and library staff will determine whether an~~ depending on the item condition is ~~too delicate to photocopy.~~

Patrons can complete a **Reproduction of Material** form; and all related fees are due at the time of the request.

~~A growing number of items from our collection have been digitized and digital surrogates can be freely accessed via the library's website ([www.readingpl.org](http://www.readingpl.org)) on the Local History and Genealogy page.~~

## Copyright

~~It is the responsibility of the~~ All users/patron to must understand, and comply and obtain all permissions in compliance with ~~with~~ relevant copyright law. ~~The patron shall~~ Users may request ~~and obtain~~ permission to publish, reproduce, distribute, sell, or display Reading Public Library materials owned by the Reading Public Library by filling out the **Permission to Use Materials** form. ~~The patron shall~~ Users must obtain other

~~appropriate permission from the copyright owner if the Reading Public Library does not own the copyright.~~

## ~~Confidentiality of Research~~

~~Information about patron's research in the History Room, including their topics and the materials used, is kept strictly confidential.~~

*Adopted:* August 9, 2021  
*Amended:* February 14, 2022  
*Amended:* June 10, 2024

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*Adopted: August 9, 2021*  
*Amended: February 14, 2022*  
*Amended: June 10, 2024*



SUMMARY	Orginal \$\$	Rev/Adj	Expended	Encumbered	Balance	% Used
Municipal Salaries	\$ 1,698,150	\$ -	\$ 1,325,312	\$ -	\$ 372,838	78%
Municipal Expenses	\$ 133,200	\$ -	\$ 117,280	\$ 2,875	\$ 13,046	90%
Municipal Materials	\$ 273,675	\$ -	\$ 220,248	\$ -	\$ 53,427	80%
Fines & Fees	\$ 12,791	\$ 7,854	\$ 2,929	\$ 3,530	\$ 14,186	N/A
State Aid	\$ 88,662	\$ 59,007	\$ 58,213	\$ 9,250	\$ 80,206	N/A
Gifts	\$ 329,119	\$ 4,006	\$ 45,699	\$ 116,374	\$ 171,052	N/A
Trusts (Expendable Funds)	\$ 99,103	\$ 7,172	\$ -	\$ -	\$ 106,275	N/A
<b>TOTALS</b>	<b>\$ 2,634,700</b>	<b>\$ 78,039</b>	<b>\$ 1,769,680</b>	<b>\$ 132,029</b>	<b>\$ 811,030</b>	

Municipal Appropriation	Orginal \$\$	Rev/Adj	Expended	Encumbered	Balance	% Used
Salaries - Library Administration	\$446,950		\$ 355,077	\$ -	\$ 91,873	79.44%
Salaries - Leave Buyback*	\$0		\$ 3,385	\$ -	\$ (3,385)	
Salaries - Collection Services	\$536,300		\$ 429,865	\$ -	\$ 106,435	80.15%
Salaries - Public Services	\$714,900		\$ 536,985	\$ -	\$ 177,915	75.11%
Expenses - General						
Library Maint Contract Supp	\$22,000		\$ 22,673	\$ -	\$ (673)	103.06%
Professional Development	\$14,000		\$ 16,353	\$ -	\$ (2,353)	116.81%
Library Programs	\$4,000		\$ 2,398	\$ -	\$ 1,602	59.94%
Software/ Licenses	\$69,200		\$ 60,762	\$ 2,875	\$ 5,564	91.96%
Library Supplies	\$8,500		\$ 7,087	\$ -	\$ 1,413	83.37%
Office Supplies	\$4,500		\$ 2,150	\$ -	\$ 2,350	47.78%
Technology	\$11,000		\$ 5,858	\$ -	\$ 5,142	53.25%
Materials	\$273,675		\$ 220,248	\$ -	\$ 53,427	80.48%
Books			\$ 85,783	\$ -		
Audio			\$ 4,795	\$ -		
Video			\$ 2,559	\$ -		
Periodicals			\$ 25,804	\$ -		
Electronic Resources			\$ 36,787	\$ -		
Databases			\$ 16,150	\$ -		
Other Materials			\$ 8,720	\$ -		
Overdrive (eBooks / eAudiobooks)			\$ 39,651	\$ -		
<b>TOTALS</b>	<b>\$ 2,105,025</b>	<b>\$ -</b>	<b>\$ 1,753,417</b>	<b>\$ 2,875</b>	<b>\$ 439,311</b>	<b>83.43%</b>

Fines and Fees	Orginal \$\$	Rev/Adj	Expended	Encumbered	Balance
Revenue	\$ 12,791	7,854	\$ -	\$ -	\$ 20,645
Materials			\$ -	\$ -	\$ -
Supplies			\$ 2,929	\$ 3,530	\$ (6,459)
<b>TOTALS</b>	<b>\$ 12,791</b>	<b>\$ 7,854</b>	<b>\$ 2,929</b>	<b>\$ 3,530</b>	<b>\$ 14,186</b>

State Aid	Orginal \$\$	Rev/Adj	Expended	Encumbered	Balance
Revenue	\$88,662	\$ 58,497	\$ -	\$ -	\$147,159
Expenses					
Office Supplies		\$158	\$158	\$ -	\$ -
Professional Development				\$ -	\$ -
Materials			\$ 1,074	\$ -	(\$1,074)
Library Other			\$41,866	\$ 9,250	(\$51,116)
Library Equipment		\$352	\$15,115		(\$14,763)
<b>TOTALS</b>	<b>\$88,662</b>	<b>\$59,007</b>	<b>\$58,213</b>	<b>\$9,250</b>	<b>\$80,206</b>

Gifts & Donations	Original \$\$	Adj/Income	Expended	Encumbered	Balance
Revenue	\$44,770	\$ 3,047	\$ -	\$ 15,218	\$ 32,599
Professional Development	\$ -	\$ -	\$ -	\$ -	\$ -
Recreational	\$ -	\$ -	\$ 1,373	\$ -	\$ (1,373)
Programs & Services Adults	\$29,522	\$ -	\$ -	\$ -	\$ 29,522
Programs & Services Teens	\$24,265	\$ -	\$ -	\$ -	\$ 24,265
Programs & Services OESJ	\$2,050	\$ -	\$ 450	\$ -	\$ 1,600
Programs & Services Childrens	\$88,755	\$ 500	\$ 14,470	\$ 48,156	\$ 26,629
Programs & Services- Local History	\$500	\$ -	\$ -	\$ -	\$ 500
Studio	\$30,298	\$ -	\$ -	\$ -	\$ 30,298
RPL Foundation	\$74,356	\$ -	\$ 20,706	\$ 53,000	\$ 650
Other Gifts (Combined)	\$7,759	\$ -	\$ 8,700	\$ -	\$ (941)
Materials	\$26,844	\$ 459	\$ -	\$ -	\$ 27,303
<b>TOTALS</b>	<b>\$ 329,119</b>	<b>\$ 4,006</b>	<b>\$ 45,699</b>	<b>\$ 116,374</b>	<b>\$ 171,052</b>

Trusts	Original \$\$	Adj/Income	Expended	Encumbered	Balance
Appleton / Mansfield	\$ 5,599	\$ 806	\$ -	\$ -	\$ 6,405
Edward Appleton	\$ 40,145	\$ 2,191	\$ -	\$ -	\$ 42,337
R/M Babcock	\$ 2,477	\$ 295	\$ -	\$ -	\$ 2,772
Stephen Foster	\$ 7,526	\$ 948	\$ -	\$ -	\$ 8,474
Charles Torrey	\$ 1,019	\$ 98	\$ -	\$ -	\$ 1,117
Donald Tuttle	\$ 909	\$ 68	\$ -	\$ -	\$ 977
Elaine & George Long	\$ 35,244	\$ 1,953	\$ -	\$ -	\$ 37,197
Barbara Hewitt	\$ 4,943	\$ 674	\$ -	\$ -	\$ 5,617
James Rawstron	\$ 1,240	\$ 139	\$ -	\$ -	\$ 1,379
<b>TOTALS</b>	<b>\$ 99,103</b>	<b>\$ 7,172</b>			<b>\$ 106,275</b>

Name	Non-Expend	Purpose
Appleton / Mansfield	\$ 11,000	"...for the purchase of books other than those listed as fiction" (NONFICTION BOOKS)
Edward Appleton	\$ 5,000	"Purchase of books, paintings, engravings, works of art or other suitable useful furnishings for said library.
R/M Babcock	\$ 3,598	"Books on literary subjects and self-government" (BOOKS)
Stephen Foster	\$ 12,000	"Books ... to be inscribed 'Stephen Foster Fund'" (BOOKS)
Charles Torrey	\$ 1,000	"Books on non-fictional subjects" (NONFICTION BOOKS)
Donald Tuttle	\$ 500	"Books"
Elaine & George Long	\$ 5,000	"Books or Equipment"
Barbara Hewitt	\$ 8,952	"Books"
James Rawstron	\$ 1,613	"Books on tape& furniture to house books on tape" (AUDIOBOOKS)
<b>TOTALS</b>	<b>\$ 48,663</b>	

# May 13, 2024 Board of Library Trustees Meeting

## . IX. FINANCIAL REPORT

### a) FY25 Budget

Town Meeting approved the FY25 budget on Monday, April 29. There were no questions or discussions regarding the Library budget of \$2,181,150 (L91 and L92), a 3.6% increase over FY24. Below is the “FY25 Spending Scorecard” included with the Annual Budget Process. The RPL makes up 1.5% of the total budget (\$141,338,332) and 6% of the municipal budget (excludes Schools, Shared Costs, and Enterprise Funds) budget (\$35,387,889).

Line	Category	FY24 Budget revised	% Grand Total	FY25 Budget Town Manager	FY25 Budget Finance Committee	% chng	% Grand Total
B99	Benefits	\$20,682,688	15.2%	\$22,350,282	\$22,350,282	8.1%	15.7%
C99	Capital	\$2,938,000	2.2%	\$3,035,000	\$3,035,000	3.3%	2.1%
D99	Debt service	\$6,066,806	4.5%	\$4,818,738	\$4,818,738	-20.6%	3.4%
E99	Education - Vocational	\$904,800	0.7%	\$1,100,992	\$1,100,992	21.7%	0.8%
F99	Finance Committee Reserves	\$200,000	0.1%	\$200,000	\$200,000	0.0%	0.1%
	<b>Total Shared Costs</b>	<b>\$ 30,792,294</b>	<b>22.6%</b>	<b>\$ 31,505,012</b>	<b>\$ 31,505,012</b>	<b>2.3%</b>	<b>22.2%</b>
G91	Administrative Svcs wages	\$1,223,975	0.9%	\$1,295,600	\$1,295,600	5.9%	0.9%
G92	Administrative Svcs expenses	\$1,582,700	1.2%	\$1,709,700	\$1,709,700	8.0%	1.2%
G91a	Technology wages	\$494,600	0.4%	\$511,800	\$511,800	3.5%	0.4%
G92a	Technology expenses	\$630,360	0.5%	\$654,700	\$654,700	3.9%	0.5%
H91	Public Services wages	\$1,448,100	1.1%	\$1,479,684	\$1,479,684	2.2%	1.0%
H92	Public Services expenses	\$302,000	0.2%	\$302,100	\$302,100	0.0%	0.2%
I91	Finance wages	\$965,250	0.7%	\$1,005,500	\$1,005,500	4.2%	0.7%
I92	Finance expenses	\$169,150	0.1%	\$172,650	\$172,650	2.1%	0.1%
J91	Public Safety wages	\$13,282,475	9.8%	\$13,886,471	\$13,886,471	4.5%	9.8%
J92	Public Safety expenses	\$751,151	0.6%	\$724,946	\$724,946	-3.5%	0.5%
K91	Public Works wages	\$3,096,600	2.3%	\$3,219,700	\$3,219,700	4.0%	2.3%
K92	Public Works expenses	\$950,700	0.7%	\$1,015,400	\$1,015,400	6.8%	0.7%
K93	Public Works Snow & Ice	\$675,000	0.5%	\$675,000	\$675,000	0.0%	0.5%
K94	Public Works Street Lights	\$135,000	0.1%	\$135,000	\$135,000	0.0%	0.1%
K95	Public Works Rubbish	\$2,034,250	1.5%	\$2,091,278	\$2,091,278	2.8%	1.5%
L91	Library wages	\$1,698,150	1.2%	\$1,754,250	\$1,754,250	3.3%	1.2%
L92	Library expenses	\$406,875	0.3%	\$426,900	\$426,900	4.9%	0.3%
M91	Core Facilities	\$3,633,780	2.7%	\$3,948,760	\$3,948,760	8.7%	2.8%
M92	Town Buildings	\$369,650	0.3%	\$378,450	\$378,450	2.4%	0.3%
	<b>Total Municipal Govt</b>	<b>\$ 33,849,766</b>	<b>24.9%</b>	<b>\$ 35,387,889</b>	<b>\$ 35,387,889</b>	<b>4.5%</b>	<b>24.9%</b>
U99	School Department	\$54,006,623	39.7%	\$56,310,811	\$56,310,811	4.3%	39.6%
	<b>VOTED GENERAL FUND</b>	<b>\$ 118,648,683</b>	<b>87.2%</b>	<b>\$123,203,712</b>	<b>\$ 123,203,712</b>	<b>3.8%</b>	
	<i>State Assessments</i>	<i>\$ 836,110</i>	<i>0.6%</i>	<i>\$ 857,013</i>	<i>\$ 857,013</i>	<i>2.5%</i>	<i>0.6%</i>
	<b>TOTAL</b>	<b>\$ 119,484,793</b>	<b>87.8%</b>	<b>\$124,060,725</b>	<b>\$ 124,060,725</b>	<b>3.8%</b>	
W99	Water Enterprise Fund	\$7,974,400	5.9%	\$7,771,629	\$7,771,629	-2.5%	5.5%
X99	Sewer Enterprise Fund	\$7,508,425	5.5%	\$8,762,366	\$8,762,366	16.7%	6.2%
Y99	Storm Water Enterprise Fund	\$470,325	0.3%	\$1,024,625	\$1,024,625	117.9%	0.7%
Z99	PEG Access Enterprise Fund	\$622,000	0.5%	\$539,000	\$539,000	-13.3%	0.4%
ZZ9	Landfill Enterprise Fund	\$37,000	0.0%	\$37,000	\$37,000	0.0%	0.0%
	<b>TOTAL ENTERPRISE FUNDS</b>	<b>\$16,612,150</b>	<b>12.2%</b>	<b>\$18,134,620</b>	<b>\$18,134,620</b>	<b>9.2%</b>	<b>12.8%</b>
	<b>GRAND TOTAL VOTED</b>	<b>\$ 135,260,833</b>	<b>99.4%</b>	<b>\$141,338,332</b>	<b>\$ 141,338,332</b>	<b>4.5%</b>	<b>99.4%</b>

**b) April Gifts:**

DONOR	AMOUNT	PURPOSE
Various Cash Donations	\$64	General
<b>Total</b>	<b>\$64.00</b>	

**X. DIRECTOR’S REPORT**

**a) April Snapshot**

\* - The exterior pickup lockers are awaiting repairs

Usage	April 2024	March 2024	April 2023
<b>Circulation</b>	27,842	30,498	27,637
<b>Locker Use</b>	N/A	N/A*	49
<b>Meeting Rooms Rentals</b>	24	21	16
<b>Museum Passes</b>	206	168	182
<b>New Library Cards</b>	112	134	77
<b>Overdrive</b>	5,131	5,250	4,102
<b>Programs</b>	81	94	58
<b>Reference Questions</b>	2,224	1,915	1,819
<b>Visitors</b>	15,416	15,798	12,905
<b>Volunteer Hours</b>	14.5	10	22.5

**b) Services, Programs, and Collections**

- i) **COMING UP Animal Extravaganza** (Saturday, May 11 from 12:00 p.m. – 4:30 p.m.) RPL is celebrating humans and their furry, feathered, and four-legged friends! There will be live animal demonstrations, crafts, a special Story Walk, and a pet food donation drive.
- ii) **Random Acts of Art** had its first public installation with fish sticks, rainbow wraps, and bird watchers installed on Main Street by CVS. The art pieces were made by kids during the April school break.
- iii) **Genealogy Tidbits:** A patron found a number of artifacts from a historic trash pile along his stone wall. He attributed an arrowhead to the Merrimack tribe and was also interested in learning who lived on the property before him. Original owners of the house were from Canada and moved in around the early 1900s. Local History Rocks!
- iv) **Intergenerational Paint Night** was a success with an interesting mix of attendees. Pop Up Art School is a wonderful organization. Universal feedback was to have more events like this!
- v) **Expanded Community Connections:** RPL has successfully worked with Peter Sanborn Place to facilitate a new book group at their premises. Additionally, we have established a new deposit collection at Solstice House located at 59 Middlesex Ave and are in the process of tailoring a meditation series for the residents there.

### c) Horizons

- i) **Library Speakers Consortium** series starts June 3: New virtual programming through this service kicks off with “For the Love of Mars: A Human History of the Red Planet” with Smithsonian Curator Matt Shindell. Stay tuned for more amazing speakers!
- ii) **Juneteenth Freedom Festival** is scheduled for Saturday, June 15
- iii) **Summer Sizzlers** is back on Friday, June 21: We are finalizing staff presenters and their reading recommendations for this popular annual event.
- iv) **The RPL Book Club** will be back next September as an all-nonfiction group. Spread the word!
- v) Trustee Dates:
  - June 10, 2024: General Business meeting
  - July 8, 2024: General Business meeting

### d) Personnel

April Anniversaries

- Elizabeth Weilbacher (1 year)
- Cate Zannino (7 years)

### e) Professional Development

Congrats to **Andrea F.** who will attend an ALA Law for Librarians intensive course in Chicago. The aim is for trainees to return to their home state able to consult on issues surrounding the First Amendment, CIPA, social media and the internet, privacy & confidentiality.

Congrats to **Elizabeth W.** who applied for and was chosen for an MLS grant to take the FY25 ALA's course on Libraries and Aging 101: Educate, Engage and Empower Mature Adults.

- An Introduction to Trauma-Informed Services for Libraries
- Boston Women Claim the Vote: Uncovering Stories from the 1920 Women's Voter Registration
- DEI Demystified
- Dementia Friends Training
- Fostering Growth - The Power of Youth + Community
- How to Train Your Community on Libby
- Leadership Strategies for Building Connection and Diffusing Difficult Situations
- FOIA Basics with the Lucy Parsons Lab
- MLS Crisis Prevention Institute Verbal Intervention Training
- Spring Graphic Novels for Patrons of All Ages - Part One
- Strengthen Equity, Diversity, and Inclusion Practice Through Self-Paced Learning
- Whole Person Librarianship: Fostering Empathy in Challenging Times

Respectfully submitted,

Amy Lannon, Director (*she/her*)  
May 9, 2024



# Town of Reading Meeting Minutes

## Board - Committee - Commission - Council:

Board of Library Trustees

Date: 2024-04-08

Time: 7:00 PM

Building: Reading Public Library

Location: Community Room

Address: 64 Middlesex Avenue

Session: Open Session

Purpose: General Meeting

Version: Final

Attendees: **Members - Present:**

Patrick Egan, Chair (remote); Monette Verrier, Vice-Chair; Andrew Grimes, Secretary; Cherrie Dubois; Andrew Gregory; Cappy Popp,

**Members - Not Present:**

**Others Present:**

Amy Lannon, Director; Michelle Filleul, Assistant Director;  
Meaghan Clemente, Administrative Assistant;

**Minutes Respectfully Submitted By:** Andrew Grimes, Secretary

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## Topics of Discussion:

I. **Call to Order 7:01 pm.**

II. **Public Comment**

No public comments were made in person or remotely.

III. **Review of Saturday, March 23, Incident**

Although Mr. Egan has already issued two public statements regarding the March 23<sup>rd</sup> bomb threat hoax incident, he again thanked the entire Library team for their leadership, professionalism, dedication, heart, courage, and training when handling the stressful events of the day. Mr. Egan recognized Ms. Filleul for going above and beyond in communicating with the authorities and Town Staff and carefully clearing the building with the bomb squad. Mr. Egan commended the staff for safely reopening the building at 1:00 pm and for the commitment and care of other staff who showed up on their day off, Sunday, and the days following the incident.

Mr. Egan also praised the hard work of Director of Equity and Social Justice Albert Pless in planning the Rainbow Rally Storytime on the Town Common on April 2, 2024. The event was a direct community response to the March 23 incident, showing a clear universal message of belonging and support for the LGBTQ+ community. Despite somewhat rainy weather, there was a strong positive turnout.

Ms. Dubois shared a thank you note from the staff with the Board. Ms. Verrier echoed Mr. Egan's statement, expressing amazement at the Library staff's professional response and gratitude for the support of public safety officers. Ms. Lannon noted that the incident remains under investigation.

#### **IV. VOTE: Internet Use Policy**

Ms. Lannon reviewed minor edits to the Internet Use Policy, as discussed in detail at the March meeting. Ms. Lannon clarified that Library property includes the parking lot and areas where Library Wi-Fi is accessible.

*Motion: To approve the changes to the Internet Use Policy as written.*

*(Popp / Gregory)*

*Vote: Approved 6-0*

#### **V. VOTE: Safe Child Policy**

Ms. Lannon noted that after the Board's discussion in March, she had further reviewed the Safe Child Policy with Public Services Division Head Andrea Fiorillo and Senior Children's Librarian Olivia McElwain. The "safe child" phrase has been eliminated from the title, as the Library does not guarantee safety. The renamed "Rights and Responsibilities Regarding Minors" policy is a better parallel to other policies, such as the "Patron Rights and Responsibilities" behavioral policy. Ms. Lannon noted that policy language has been revised to reflect age rather than grade level consistently.

Mr. Popp and Ms. Dubois note some minor corrections. The Board discussed eliminating "Rights" from the policy title, as responsibilities are the primary focus. The Board also agreed that a sentence in the Purpose section regarding the restriction and revocation of Library privileges should be moved to the very end of the policy.

The Board discussed issues with minors waiting for rides after the Library closed. The Board also suggested clarifying language that the Children's restroom is for the exclusive use of "those using the space," which is defined in the Appropriate Use of Youth Spaces section. Mr. Grimes suggested additional edits for stylistic consistency.

*Motion: To approve the title change and amendments to the Responsibilities Regarding Minors Policy, formerly known as the Safe Child Policy.*

*(Dubois / Popp)*

*Vote: Approved 6-0*

#### **VI. Financial Report**

Ms. Lannon recommends encumbering supplemental spending funding in FY24 for two major upcoming projects to be completed in FY25. This will help secure lower proposed pricing and reduced wait times.

After unsatisfactory discussions with CivicPlus, the Library is looking for a new vendor to assist with updating the Library website. Ms. Filleul has suggested Communico, which specializes in libraries, which she learned about at the recent Computers in Libraries conference in Arlington, Virginia. The website design would be more basic and limited compared to the Library's current WordPress platform and easier to manage. Communico can also host the website and provide compatible integrated mobile

application software. Communico's Attend and Reserve software allows for program registrations and meeting room reservations, similar to the current LibCal system. Bundling the website, mobile app, and scheduling software would not result in significant cost savings but would allow for ease of management and usage.

Mr. Popp asked which Communico features are being considered. Ms. Filleul said the Library is only reviewing the previously mentioned modules. She noted two other modules for future consideration and additional costs. The Library is interested in the new Library of Things module showcased at the Public Library Association conference and a broadcast digital signage module option similar to the current BrightSign. Communico products are compatible with various library software such as Evergreen and Libby.

Ms. Filleul estimated the transition would take three to six months, with a new website launching in the fall of 2024. The initial design costs \$5,000 with ongoing site hosting, support, app integration and maintenance, and related software for \$10,000 per year for three years. Ms. Lannon clarified that the domain name would remain the same and that Communico would provide more direct hosting support than the Library's current vendor, Bluehost, which assumes a certain amount of technical knowledge for plugin management and other issues.

Ms. Filleul mentioned that the Wilmington Public Library and other communities use Communico. Mr. Popp and Ms. Verrier suggested obtaining references and feedback from libraries that use specific Communico modules and have transitioned from WordPress websites to establish expectations for the project.

Ms. Lannon and Ms. Filleul have been working closely with the Information Technology (I.T.) Department to obtain quotes for hybrid technology upgrades to the Community Room and Conference Room from three vendors. The Library has selected AVI-SPL.

The current hybrid meeting setup for internal meetings is complicated and requires assistance from the I.T. Department. Outside organizations are increasingly requesting simple options for independently hosting hybrid meetings. The new system would be a plug-and-play solution that accommodates Zoom and Microsoft Teams meetings set up and conducted from a central tablet panel affixed to the wall. Cameras would be permanently mounted to the wall, and speakers and microphones would be integrated into the ceiling. Ms. Filleul noted that usable equipment from the Community Room will be repurposed in the Conference Room.

AVI-SPL installed meeting room technology during the Library's renovation project almost nine years ago, before video conferencing technology was fully developed or widely used. The I.T. Department is familiar with AVI-SPL and has worked with them on other projects at Town Hall, the police station, and the Pleasant Street Center. The proposed modular equipment can be easily updated and replaced in the future. The I.T. Department feels most comfortable with this vendor and quote. AVI-SPL is on the state bid list and will satisfy the project's prevailing wage requirements.



Ms. Verrier asked about the disposition of the existing equipment. Ms. Filleul explained that some Community Room equipment will be reused in the Conference Room, while any obsolete or broken items will be thrown away.

Ms. Lannon reviewed gifts received in March.

Mr. Popp inquired about the status of the exterior pickup lockers. Ms. Lannon noted that the lockers have been out of service since November due to repair difficulties and supply shortages in updating the hardware and software. Library staff have created a detailed timeline documenting technical problems and repairs. A credit on the annual maintenance bill is expected. The lockers are currently awaiting a replacement screen. The Library is investigating custom-manufactured options to reduce the glare on the screen while maintaining accessibility for users of different heights.

## **VII. Director's Report**

An exhibit on loan from the National Library of Medicine is on display in the Studio. It explores the history of physiognomy and its influence on contemporary artificial intelligence and computer science technologies. Local History Librarian Jocelyn Gould has reached out to the 10 Million Names Project with 15 pages of names and historical information regarding enslaved people in the United States. Library staff are actively working with Solstice House at 59 Middlesex Ave regarding a wish list of programs, materials, and resources and have generated some great suggestions that will benefit the community.

A successful Gun Safety discussion focusing on laws and safety generated a positive response and will be held again, perhaps even in collaboration with the schools. A new "Kids Can: Dollars and \$sense series" has been added in response to several requests for Children's financial literacy programming.

Ms. Lannon recognized Library Technician Lisa Eng's 20 years of dedicated service to the Library, which has included valuable assistance with Chinese translations for collection and with the Reading Public Health Department. Former Substitute Library Associate Lucy Lee has taken on the part-time Library Associate position in Borrower Services as of April 1. Lucy is working on their Master's of Library Science degree and a Master's of Children's Literature from Simmons University. Informational Dementia Friends training sessions for Library staff have begun, with the goal of having 100% participation from service desk staff. Planning for a 2024 Staff Development Day tentatively scheduled for an October Friday is underway. Ms. Lannon summarized various other professional development opportunities that Library staff have recently participated in.

## **VIII. Approval of March 11, 2024, Meeting Minutes**

Ms. Lannon noted that the presentation slides from Public Services Division Head Andrea Fiorillo's spring programming update and Director of Equity and Social Justice Albert Pless' DEI Assessment Update will also be included in the minutes.

*Motion: To approve the minutes from the March 11, 2024, Board of Library Trustees meeting as written.*

*(Popp / Dubois)*  
*Vote: Approved 6-0*

**IX. Future Agenda Items**

The Board will discuss reorganization and elect officers in June.

**X. Executive Session**

*Motion: To enter executive session at 8:01 pm in accordance with G.L. c. 30A, § 21 for the purpose of discussing the deployment of security personnel or devices, or strategies with respect thereto and not to return to regular session.*

*(Egan / Popp)*  
*Vote: Approved 6-0*

Adjournment 8:43 pm  
*Motion: To Adjourn at 8:43 pm*  
*(Grimes / Popp)*  
*Vote: Approved 6-0*

Respectfully Submitted,

Andrew Grimes, Secretary