

HINGHAM PUBLIC LIBRARY

Meeting of the Board of Trustees

March 19, 2025

The meeting was called to order at 7:03 pm in the Fearing Room of the Hingham Public Library. Chair Calnan advised the Board of the next meeting which will be held on Wednesday, May 21, 2025.

Present: Chair Aylene Calnan, Vice Chair Eric Haskell, Treasurer Monica Melendes, Secretary Mirela Izmirlic, Trustees Thomas Carey, Elizabeth Eldredge, Alyson Molloy Hussey, David Mehegan, Mona Pohl, Judith Sneath, Steven Weiss, Trustee Ex Officio Joseph Fisher, Library Director Linda Stone, Assistant Library Director Anna Byrne, Library Business Administrator Dina Johnson, Secretary Assistant Nora Elicone.

Absent: Assistant Treasurer Meredith Hollander, Trustees Michelle Paterniti and Arthur Garrity, Trustee's Ex Officio Lori Magner and Katie Roberts.

Approval of Minutes:

Chair Calnan reviewed the minutes of the January 15, 2025 meeting. After discussion of proposed amendments by Trustees, upon motion duly made and seconded, the following vote was unanimously approved by the Board:

Voted: To approve the minutes of the meeting of January 15, 2025, as amended.

Finance Committee:

The Finance Committee did not meet since the last Board meeting.

Treasurer's Report:

Balance Sheet of as January 31, 2025

As of January 31, 2025, investments totaled \$3,702,081, representing a seven-month year-to-date increase of \$269,602. Total cash and cash equivalents in the investment portfolio equaled \$101,906. The total available cash in the checking account equaled \$86,222.

The current market value of the portfolio as of March 5, 2025 was \$3,612,368. The current cash balance available in the checking account as of March 5, 2025 was \$146,737. Current holdings in the investment portfolio are allocated as follows:

<u>Policy Range</u>	<u>Current Allocation</u>
Equities 65-85%	76% - representing 40 total positions Top 5 holdings – Apple, Amazon, Alphabet, VISA, Exxon
Fixed Income 5-30%	18% - representing 7 total positions; 4 US T-Bills / Notes, 2 Bond ETF & 1 Treasury Fund
Cash 0-20%	6% - representing Schwab US Treasury Money Fund, Cash, Accrued Dividends

Income Statement for the seven months ended January 31, 2025

For the first seven months of this fiscal year, revenue totaled \$177,739 and expenses totaled \$129,288, resulting in an operating surplus of \$48,451. This surplus can be attributed to an increase in contributions from our annual drive for the first two months of the drive and a timing adjustment with regard to the payment of book and material expenses.

Director's Report:

Personnel: Mary Beth Keif and Mary Ellen Miller will be retiring from the Library as of the end of April along with Ann Fickenwirth who retired at the end of February. We thank them for their combined 54 years of service, dedication and hard work. They have provided outstanding and friendly customer service to library patrons while being colleagues and friends that we are happy and honored to have worked alongside. They have been valuable members of our team and will be dearly missed.

Union Negotiations: The Union Negotiations have concluded. Thank you to the following for the successful negotiations: Jayne Fogarty, Internal Organizer for SEIU 888, Library Union Representatives Peter Thornell, Mary Beth Keif, Totsie McGonagle, Joe Maynard, Ann Fickenwirth and Deb Vitagliano. Also representing the Town's Personnel Board, David Pace and Courtney Orwig along with Town Administrator Tom Mayo. Terms effective as of July 1, 2024. The retroactive payments for the staff and money for the Union Cost of Living Adjustments (COLA's) and equity adjustments per Memorandum of Agreement between the Union and the Town were transferred into this year's FY25 budget through Article 4.

FY26 Budget: Although many departments within the town of Hingham were asked to make cuts to their operating budgets, the Library was not affected at this time. After Union negotiations, the Library had an increase in the Salary and Expense Budgets from FY25 to FY26 of 3.9%.

New Trustee Appointment: The Select Board has appointed a new Trustee to the Library. The Board welcomes Steven Weiss, the Cantor and Director of Education at Congregation Sha'aray Shalom in Hingham and the President of the Hingham/Hull Religious Association. The Library and Board look forward to working with Mr. Weiss.

Library Links Fundraiser: April 4th and April 5th are all set for the Library Links Fundraiser. The Board does have a few last-minute details to take care of, one being finding storage for beverages already purchased.

Volunteer Luncheon: The Volunteer Luncheon will be held on Friday, May 2, 2025 at 11:30am at the Hingham Public Library. This event is to thank the Library volunteers for all the work they do throughout the year. Along with a catered luncheon, Trustee David Mehegan will give an illustrated talk called, "Who are We? Who are We Really?". This talk will discuss the history and diversity of human origins and the remarkable genetic unity of all living people.

Building: The shed building project has been completed. The company FRG was exceptional throughout the project. They also repaired the rotting and leaking wood sills around the roof elevator shaft.

Assistant Town Administrator, Art Robert, is working on the procurement of ADA compliant signage to install on the library exit doorways. Director Stone will be scheduling a walk through with the Hingham's Fire Prevention Officer Jeff Saunders and Mr. Robert to identify accessible exits and the best path of egress for disabled patrons in the event of an emergency.

OCNL Network: The OCLN network is in the process of procuring a new Integrated Library System (ILS) for member libraries. The ILS is a software system on staff computers that helps manage circulation, acquisitions, cataloging, searching for materials and generating reports. There is a one-year target date for the selection and implementation once a new vendor/system is selected. We currently use SirsiDynix Workflows. If a new system is procured, the staff will need to be trained to use the new system.

Federal Budget Cuts: IMLS, the Institute of Museum and Library Services, is being eliminated to the maximum extent of the law, and agencies are ordered to reduce their services and personnel to the minimum amount required to perform the functions required by law. Locally

at this time, this will not directly impact the Library's State Aid or the Mass Public Library Construction Program grants, however, there will be some federal grant opportunities that the Library has received in the past that may be eliminated such as LSTA grants (Library Science and Technology Act). There will also likely be staffing cuts at the MBLC (Massachusetts Board of Library Commissioners) which may have an impact on services to local libraries. The ALA and the MLA are asking concerned citizens to reach out to their local and state representatives and congressperson, with a request to support the IMLS funding.

Strategic Planning Committee:

The Committee provided an update on legal advice provided to the Board of Trustees regarding potential 501(c)(3) designation for the Library Board of Trustees. The Committee reported that upon advice received from an outside law firm, pursuing 501(c)(3) tax designation at this time is not advisable because the Library Board of Trustees falls under the umbrella of the Hingham Town Government, and as such already has a non-profit status. A discussion ensued.

Development Committee:

Trustee Hussey distributed the final itinerary for the Library Links Fundraiser. The Trustees acknowledged the significant amount of work that is involved in staging community and fund-raising events and discussed potentially using more dedicated fund raising resources and staff in the future.

Nominating Committee:

Trustee Pohl thanked Trustee Steven Weiss for joining the Board. The Trustees want to be diverse and build a talent bank of people so they can see what their future needs may be.

Burr Trust Update:

Former Library Trustees Ed Seigfreid and Charles Abbott are resigning as Burr Family Trustees. Library Trustees Aylene Calnan and Elizabeth Eldredge volunteered to take over as their replacements to become Trustees for the Burr Trust.

Matters Not Anticipated Within 48 hours of the Meeting:

The Garden Club wants to thank Technology Librarian Robby St. John for her quick tech support she gave to them during a recent meeting. Another thank you to Assistant Director Anna Byrne for arranging the group photo of Wellesley College Alumnae which included several members of the Board of Trustees and the library's newest Wellesley Alumna Eleanor Braun, Circulation Supervisor.

Upon motion duly made and seconded, the following vote was unanimously approved by the Board:

Voted: To adjourn the meeting at 8:40pm.

Respectfully submitted,

Nora Elicone for
Mirela Izmirlic Secretary