

Gale Free Library  
21 Highland Street  
Holden, MA 01520

**Board of Trustees Meeting**  
**Thursday, January 20, 2022 (Held via ZOOM)**

**Trustees present:** Richard Maurer, Alan Degutis, Virginia Powell-Brasier, Russell Dye, Penelope Morgan, Rick Sheils

**Gale Free Library staff present:** Susan Scott, Director

Chairman Richard Maurer called the meeting to order at 10:06 AM.

**1. Minutes**

The minutes of the November 18, 2021 meeting were approved as corrected.

**2. Public Forum:**

None.

**3. Chair Report:**

None

**4. Director's Report:**

Budget:

Director Scott reported that she met with Town Manager Peter Lukes and Assistant Town Manager Stephanie King on December 14<sup>th</sup> to discuss the operational and capital budgets for the Library.

Programming:

As is the case with most libraries in Massachusetts, the Gale Free Library is no longer holding in-person programming. In-person Story Time has been suspended. However, the Library is providing "take-home" kits so that participants in both Adult and Child programs can take part on-line. For example, for the Crochet Club they are providing the pattern, needles and yarn to all club members.

COVID:

There have been cases of COVID among the Library staff. Staff are allowed to test at the Public Safety Building for a fee, which is covered by the Library.

Friends of Gale Free Library:

The Friends of Gale Free Library has received a gift of stock from Dwight Damon.  
The Book Cellar is limiting its hours.

MBLC:

The MBLC agenda shows a 5% increase in State Aid.

Director Scott requested clarification from the MBLC about whether the Book Budget can be spent on technology. She was told that anything a patron uses is considered material. To that end she plans to allot 10% of the Book Budget on “forward facing” materials such as computers.

**Software:**

The new anti-virus software has been installed on all public computers in the Library.

**Emergency Response Policy/Patron Behavior Policy:**

Director Scott is reviewing the Library’s Emergency Response protocols, and Patron Behavior Policy.

**Materials Selection Process:**

Richard Maurer made a motion to accept the Revised Materials Policy. The motion passed unanimously.

**5. Committee Reports**

**Bailey Fund:**

An email was received from Town Treasurer Laurie Gaudet. She requested that a meeting with Chuck Patterson of Bartholomew & Co. be scheduled in mid-March. The meeting will include Chuck Patterson, Laurie Gaudet, Richard Maurer, Susan Scott, Russ Dye and Rick Sheils. The purpose of the meeting is to discuss how to move ahead with the Investment Policy.

Russ Dye will send an email to Chuck Patterson requesting that additional information be included on the statements from the Bailey Fund Account.

Alan Degutis moved that the Trustees accept the Bailey Fund Spending Policy statement as read. The motion passed unanimously. Please refer to the attachment.

**6. New Business:**

None

**7. Unfinished Business:**

None.

**8. Correspondence:**

None

The meeting was adjourned at 11:30 AM.

The next meeting of the Trustees will be Thursday, February 17, 2022 at 11:30 AM.

**Submitted by:** Penelope G. Morgan

## **Attachment**

### Bailey Fund Spending Policy Statement

The Trustees of the Damon Memorial will use income from the Bailey Fund in accordance with the wishes of the donors, who specified that income from the Fund be "used for the general purposes of the library." The Trustees are not permitted to spend the principal of the Fund. Further, income from the Fund is not intended to defray the normal operating costs of the library, which are the responsibility of the Town of Holden under the Municipal Appropriation Requirement, set forth in Massachusetts General Law, Title XII, Chapter 78, Section 19A; and further defined by the regulations and standards of the Massachusetts Board of Library Commissioners, a state agency.

The Trustees will use income from the Bailey Fund for expenditures that supplement expenditures covered by municipal appropriations. These expenditures may include expenditures for maintenance and improvement of the library building and property; for materials and resources that the library makes available to its users; and for library programs and activities. The Trustees will take into account the importance of sustaining the long-term health of the Bailey Fund, recognizing the effect that inflation will have over time, and ensuring that the Fund serves future generations as generously as it serves the present generations.