



Town of Reading Meeting Posting with Agenda

Board - Committee - Commission - Council:

Board of Library Trustees

Date: 2024-06-10

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: rpitrustee@noblenet.org



Town of Reading Meeting Posting with Agenda

- I. Call to Order
- II. Public Comment
- III. Summer Programming Update
- IV. Community DEI Assessment Update
- V. VOTE: Local History Room Policy
- VI. VOTE: Election of Officers
- VII. VOTE: FY25 Trustee Meeting Dates
- VIII. VOTE: CY25 Holiday Schedule
- IX. Financial Report
- X. Director's Report
- XI. Approval of May 13, 2024, Meeting Minutes
- XII. Future Agenda Items
 - a. July Items
 - b. Other

HISTORY ROOM USE AND ACCESS POLICY

Purpose

The Reading Public Library's History Room is available to all researchers. This policy ensures 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 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, 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 from secure storage upon request.

Access to some items may not be available if an item is deemed too delicate for physical handling and view. [RPL-The Library](#) will 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 History Room users must present a NOBLE library card or valid state or federal photo ID at the Research and Reader [Services Advisory Desk](#). 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:

1. All materials in the History Room must be handled with care.
2. Pens are not permitted.
3. Materials may not be leaned on, written on, folded, traced, or handled in any way likely to damage them.
4. Food, drink, and chewing gum are prohibited.
5. Patrons may not adjust shades, furniture, or environmental controls.

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.

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. Library staff will fulfill requests on a case-by-case basis depending on the ~~item~~ condition of the item.

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

Copyright

All users must understand, and obtain all permissions in compliance with copyright law. Users may request permission to publish, reproduce, distribute, sell, or display materials owned by the Reading Public Library by filling out the **Permission to Use Materials** form.

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

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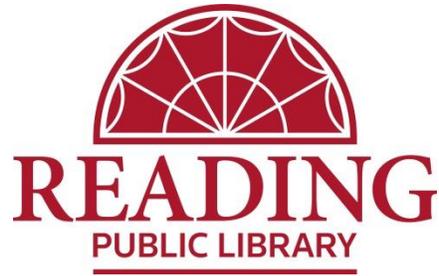
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Adopted: August 9, 2021
Amended: February 14, 2022
Amended: June 10, 2024



MEMORANDUM

TO: Board of Library Trustees
FROM: Amy Lannon, Library Director
DATE: June 10, 2024
SUBJECT: Meeting Dates for FY2025

In keeping with our schedule of meeting at 7 p.m. on the 2nd Monday, with alternate dates listed to accommodate holidays and Town Meeting, a list of the proposed dates follows:

July 8, 2024

August 12, 2024

September 9, 2024

Tuesday, October 15, 2024 (*holiday*)

Wednesday, November 13, 2024 (*holiday and TM Conflict*)

or Tuesday, November 19, 2024 (*TM conflict*)

December 9, 2024

January 13, 2025

February 10, 2025

March 10, 2025

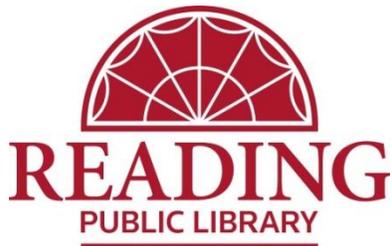
April 14, 2025

May 12, 2025

June 16, 2025

cc: Town Manager's Office

Town Clerk's Office



2025 Library Closings

| | |
|---|-----------------------------|
| January 1, Wednesday | New Year's Day |
| January 20, Monday | Martin Luther King, Jr. Day |
| February 17, Monday | Presidents' Day |
| April 20, Sunday | Easter |
| April 21, Monday | Patriots' Day |
| <i>Last Sunday Open May 18</i> | |
| May 24-26 (Saturday-Monday) | Memorial Day Weekend |
| June 19, Thursday | Juneteenth |
| July 4, Friday | Independence Day |
| August 30-September 1 (Saturday-Monday) | Labor Day Weekend |
| <i>First Sunday Open October 5</i> | |
| October 13, Monday | Columbus Day |
| November 11, Tuesday | Veteran's Day |
| November 26, Wednesday | <i>Close at 1 p.m.</i> |
| November 27, Thursday | Thanksgiving Day |
| December 24, Wednesday | <i>Close at 1 p.m.</i> |
| December 25, Thursday | Christmas Day |
| December 31, Wednesday | <i>Close at 1 p.m.</i> |

Approved June 10, 2024 by the Board of Library Trustees

| SUMMARY | Orginal \$\$ | Rev/Adj | Expended | Encumbered | Balance | % Used |
|---------------------------|---------------------|------------------|---------------------|-------------------|-------------------|--------|
| Municipal Salaries | \$ 1,698,150 | \$ - | \$ 1,457,735 | \$ - | \$ 240,415 | 86% |
| Municipal Expenses | \$ 133,200 | \$ - | \$ 127,028 | \$ - | \$ 6,172 | 95% |
| Municipal Materials | \$ 273,675 | \$ - | \$ 246,020 | \$ - | \$ 27,655 | 90% |
| Fines & Fees | \$ 12,791 | \$ 9,125 | \$ 9,032 | \$ - | \$ 12,884 | N/A |
| State Aid | \$ 88,662 | \$ 59,007 | \$ 61,117 | \$ 7,990 | \$ 78,562 | N/A |
| Gifts | \$ 329,119 | \$ 4,384 | \$ 46,953 | \$ 116,374 | \$ 170,176 | N/A |
| Trusts (Expendable Funds) | \$ 99,103 | \$ 13,249 | \$ - | \$ - | \$ 112,352 | N/A |
| TOTALS | \$ 2,634,700 | \$ 85,765 | \$ 1,947,885 | \$ 124,364 | \$ 648,216 | |

| Municipal Appropriation | Orginal \$\$ | Rev/Adj | Expended | Encumbered | Balance | % Used |
|-----------------------------------|---------------------|-------------|---------------------|-------------|-------------------|---------------|
| Salaries - Library Administration | \$446,950 | | \$ 390,484 | \$ - | \$ 56,466 | 87.37% |
| Salaries - Leave Buyback* | \$0 | | \$ 3,385 | \$ - | \$ (3,385) | |
| Salaries - Collection Services | \$536,300 | | \$ 471,708 | \$ - | \$ 64,592 | 87.96% |
| Salaries - Public Services | \$714,900 | | \$ 592,158 | \$ - | \$ 122,742 | 82.83% |
| Expenses - General | | | | | | |
| Library Maint Contract Supp | \$22,000 | | \$ 22,929 | \$ - | \$ (929) | 104.22% |
| Professional Development | \$14,000 | | \$ 20,549 | \$ - | \$ (6,549) | 146.78% |
| Library Programs | \$4,000 | | \$ 2,741 | \$ - | \$ 1,259 | 68.52% |
| Software/ Licenses | \$69,200 | | \$ 64,503 | \$ - | \$ 4,697 | 93.21% |
| Library Supplies | \$8,500 | | \$ 7,168 | \$ - | \$ 1,332 | 84.33% |
| Office Supplies | \$4,500 | | \$ 2,765 | \$ - | \$ 1,735 | 61.44% |
| Technology | \$11,000 | | \$ 6,374 | \$ - | \$ 4,626 | 57.94% |
| Materials | \$273,675 | | \$ 246,020 | \$ - | \$ 27,655 | 89.90% |
| Books | | | \$ 98,162 | \$ - | | |
| Audio | | | \$ 6,626 | \$ - | | |
| Video | | | \$ 3,015 | \$ - | | |
| Periodicals | | | \$ 26,620 | \$ - | | |
| Electronic Resources | | | \$ 41,677 | \$ - | | |
| Databases | | | \$ 16,800 | \$ - | | |
| Other Materials | | | \$ 9,625 | \$ - | | |
| Overdrive (eBooks / eAudiobooks) | | | \$ 43,496 | \$ - | | |
| TOTALS | \$ 2,105,025 | \$ - | \$ 1,935,571 | \$ - | \$ 274,242 | 91.95% |

| Fines and Fees | Orginal \$\$ | Rev/Adj | Expended | Encumbered | Balance |
|----------------|------------------|-----------------|-----------------|-------------|------------------|
| Revenue | \$ 12,791 | 9,125 | \$ - | \$ - | \$ 21,916 |
| Materials | | | \$ - | \$ - | \$ - |
| Supplies | | | \$ 9,032 | \$ - | \$ (9,032) |
| TOTALS | \$ 12,791 | \$ 9,125 | \$ 9,032 | \$ - | \$ 12,884 |

| 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 | | | \$43,971 | \$ 7,990 | (\$51,961) |
| Library Equipment | | \$352 | \$15,914 | | (\$15,562) |
| TOTALS | \$88,662 | \$59,007 | \$61,117 | \$7,990 | \$78,562 |

| Gifts & Donations | Original \$\$ | Adj/Income | Expended | Encumbered | Balance |
|------------------------------------|----------------------|-------------------|------------------|-------------------|-------------------|
| <i>Revenue</i> | \$44,770 | \$ 3,425 | \$ - | \$ 15,218 | \$ 32,977 |
| Professional Development | \$ - | \$ - | \$ - | \$ - | \$ - |
| Recreational | \$ - | \$ - | \$ 1,570 | \$ - | \$ (1,570) |
| Programs & Services Adults | \$29,522 | \$ - | \$ 1,000 | \$ - | \$ 28,522 |
| 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 | \$ - | \$ 8,756 | \$ - | \$ (997) |
| Materials | \$26,844 | \$ 459 | \$ - | \$ - | \$ 27,303 |
| TOTALS | \$ 329,119 | \$ 4,384 | \$ 46,953 | \$ 116,374 | \$ 170,176 |

| Trusts | Original \$\$ | Adj/Income | Expended | Encumbered | Balance |
|----------------------|----------------------|-------------------|-----------------|-------------------|-------------------|
| Appleton / Mansfield | \$ 5,599 | \$ 1,488 | \$ - | \$ - | \$ 7,088 |
| Edward Appleton | \$ 40,145 | \$ 4,048 | \$ - | \$ - | \$ 44,193 |
| R/M Babcock | \$ 2,477 | \$ 545 | \$ - | \$ - | \$ 3,022 |
| Stephen Foster | \$ 7,526 | \$ 1,751 | \$ - | \$ - | \$ 9,277 |
| Charles Torrey | \$ 1,019 | \$ 181 | \$ - | \$ - | \$ 1,200 |
| Donald Tuttle | \$ 909 | \$ 126 | \$ - | \$ - | \$ 1,035 |
| Elaine & George Long | \$ 35,244 | \$ 3,608 | \$ - | \$ - | \$ 38,852 |
| Barbara Hewitt | \$ 4,943 | \$ 1,246 | \$ - | \$ - | \$ 6,189 |
| James Rawstron | \$ 1,240 | \$ 256 | \$ - | \$ - | \$ 1,496 |
| TOTALS | \$ 99,103 | \$ 13,249 | | | \$ 112,352 |

| 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) |
| TOTALS | \$ 48,663 | |

June 10, 2024 Board of Library Trustees Meeting

IX. FINANCIAL REPORT

a) May Gifts:

| DONOR | AMOUNT | PURPOSE |
|---------------------------|--------------|---|
| Reading Lions Club | \$300 | Braille / Visually Impaired Library Resources |
| Barry and Stephanie Thorp | \$50 | In Memory of Aldeane Reed Bennett |
| Various Cash Donations | \$28 | General |
| Total | \$378 | |

X. DIRECTOR'S REPORT

a) May Snapshot

| Usage | May 2024 | April 2024 | May 2023 |
|------------------------------|----------|------------|----------|
| Circulation | 26,797 | 27,842 | 27,077 |
| Locker Use | 10 | N/A | 33 |
| Meeting Rooms Rentals | 23 | 24 | 17 |
| Museum Passes | 128 | 206 | 124 |
| New Library Cards | 99 | 112 | 106 |
| Overdrive | 4,957 | 5,131 | 3,845 |
| Programs | 76 | 81 | 52 |
| Reference Questions | 1,579 | 2,224 | 1,511 |
| Visitors | 14,004 | 15,416 | N/A |
| Volunteer Hours | 19 | 14.5 | 11 |

b) Facilities

- i) Please visit the second floor to see the new Tween Space furniture! The RPL team worked with Norva Nivel and WB Mason to create a getaway for Tweens in the Children's room. The collection on the "book trees" and bookcases are curated for this age group and the furnishings are designed/selected to accommodate different learning styles and sensory needs in this age group.

The Tween Space project started in 2022 with a simple idea of painting one wall a new color and rearranging existing furniture. With the help of many creative minds (both tween and adult) and the generosity of the Helen A.

Nigro Foundation, RPL now has a cozy hangout space that meets the literacy, sensory, and social development needs of young people in grades 4-7.

c) Services, Programs, and Collections

- i) Lockers are back up and running. We will be promoting these more over the summer and looking at better signage or instructions.
- ii) Please stop by the Teen Room to see the completed quilt project.
- iii) **Juneteenth Freedom Festival** stop by the Town Common on Saturday, June 15 between 1:00 p.m. – 7:00 p.m. to celebrate community at the Fourth Annual Juneteenth Freedom Festival. Celebrating the anniversary of the freedom granted to enslaved African Americans, Freedom Fest centers around music, food, and celebrating black culture. Highlights include:
 - A Pop-up Marketplace featuring BIPOC vendors and organizations with anti-racist or DEIA-focused missions,
 - Food and beverages including beer, non-alcoholic, Halal, and/or culturally black cuisine options
 - Artist, educator, and performer Jamele Adams;
 - DJ music and dance.
- iv) **Summer Sizzlers: Booktalks & Mocktails** is back on June 21. [Join the literary and social event of the year!](#) Summer Sizzlers are speedy book reviews presented by some of your favorite library staff. Attendees will be enjoy a cash bar mocktails bar courtesy of the Friends of the Library. Doors open at 6:30 and attendees are encouraged to arrive early for the best seating.
- v) **Friends Speaker Series (Library Speakers Consortium)** kicked off on June 3 with “For the Love of Mars: A Human History of the Red Planet” featuring Smithsonian Curator Matt Shindell.
- vi) [“Stick with Reading,” our annual summer reading program starts June 14.](#) Readers of all ages can register for our various reading challenges throughout the summer. We’ve got plenty going on throughout June, July, and August.

d) Horizons

- i) Exam Cram will be June 10 and 11.
- ii) Community Partnership: The Emotional Lives of Teenagers Book Discussion, hosted by the Reading Coalition on June 6 will offer free copies of the books.
- iii) Pulitzer Prize winner Jacqueline Jones will be speaking at the library in September.
- iv) Trustee Dates:

- July 8, 2024: General Business meeting

e) Personnel

Please welcome Sophia Ortins, our summer OESJ intern who is helping out Albert Pless, Director of Equity. Sophia is a 2023 RMHS graduate and will start her sophomore year at Wesleyan University this fall.

June Anniversaries

- Susanne Sullivan (7 years)
- Andrea Fiorillo (12 years)
- Ashley Waring (18 years)

Children’s Librarian Emma Heuchert is moving on. We wish her well and all the best with her future endeavors. We will be posting the Librarian I – Children’s this week.

f) Professional Development (Selected)

- 2024 MLA Annual Conference
- Becoming Readers: Supporting All Kids on Their Reading Journey - What is Reading?: Understanding How Children Learn to Read
- Cardholder Signup Policies: Access in Practice
- Children's Mental Health and the Power of Social-Emotional Storytelling
- Crisis Prevention Institute Verbal Intervention Training
- Designing Nature-Rich Spaces that Support Community Connection and Change
- Don't I Have the Right Not to Be Offended? Responding to Censorship in Fractious Times
- Helping Serve the Neurodiverse in your Library Community
- How Art Can Inspire Civic Engagement in Kids
- Introduction to Data Equity
- Leadership Strategies for Building Connection and Diffusing Difficult Situations
- Once More with Feeling: Empathy in Customer Service
- School Library Journal’s Manga “PowerPoint Party”
- Serving Customers with Disabilities: Legal Obligations for Organizations that Serve the Public
- Understanding Addiction: A Conversation with Dr. Nicholas Christian

Respectfully submitted,

Amy Lannon, Director (*she/her*)
June 6, 2024



Town of Reading Meeting Minutes

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

Session: Open Session

Purpose: General Meeting

Version: Final

Attendees: **Members - Present:**

Patrick Egan, Chair; 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; Andrea Fiorillo, Head of Public Services; Joseph McDonagh, Financial Committee Liaison to Reading Public Library; Ajey Pandey, Reading Municipal Light Department Integrated Resource Specialist; Genady Pilyavsky, Ad Hoc Library Landscape Committee Chair;

Minutes Respectfully Submitted By: Andrew Grimes, Secretary

Topics of Discussion:

I. Call to Order 7:02 pm.

II. Public Comment

No public comments were made in person or remotely.

III. RMLD EV Charger Update

Reading Municipal Light Department (RMLD) Integrated Resource Specialist Ajey Pandey presented an update on the two electric vehicle chargers in the Library parking lot. The standard ChargePoint Level 2 charger has been available for almost ten years. The newer DC Fast Charger has been operating for six months or so. The DC Fast charger is larger and more powerful, upgrading the electric vehicle charging experience.

Both chargers have a similar number of charging sessions. However, the DC Fast charger provides much shorter charge times and is used early in the morning and at night when the Library is closed. Users are spending about half as much time at the DC Fast Charger. Additionally, the DC Fast Charger has three to four times the monthly energy output of the ChargePoint Level 2 charger. The DC Fast Charger can provide an estimated 50 to 70 miles of driving range in approximately 20 minutes of charge time, bringing users closer to a familiar gas station experience rather than a typical public charging experience.

The chargers were funded through state grants under the Massachusetts Department of Energy Protection, which has specific requirements. The grant requires separate accessible parking spots. RMLD is working on this issue with the Department of Public Works (DPW) but is looking for input from the Board.

Mr. Pandey presented a diagram of two proposed spaces. Ms. Lannon noted that one hashed area was never a parking spot but was space to accommodate vehicles turning the corner.

Mr. Egan clarified that the proposed DC Fast Charger accessible space is currently an electric vehicle charging spot. He asked if two cars could simultaneously use the DC Fast Charger. Mr. Pandey explained that this may be limited by the length of the charging cables as well as the different plug standards on the nozzles. Grant requirements lapse in June 2025 for the Level 2 accessible space and October 2026 for the DC Fast Charger accessible space. More flexibility will be available for parking spaces and nozzles at these points. However, converting a parking spot to an accessible space should have been done originally in compliance with the grant.

Mr. Egan suggested possibly converting the second electric vehicle space to an accessible space. Mr. Pandey noted that each charger is mainly used by one car at a time but will consult the DPW and look into what is more functional for users. Establishing the accessible spaces on both ends of the electric vehicle area also neatly bookends the space.

Mr. Pandey will provide a quarterly update on charger usage data, which is important in demonstrating the usefulness of the chargers and the designated electric vehicle parking spots. Mr. Pandey noted that the chargers at the Library are the most popular and well-used public chargers.

IV. Pride Statement

In light of LGBTQ+ Pride Month in June and the recent bomb threat hoax at the Library, the Library has developed a "Statement of Solidarity and Support for Our Pride Community." Ms. Verrier proposed adding the statement to the Library website once finalized, similar to the Land Acknowledgement statement. The statement will be in a press release and on digital library displays ahead of Pride Month.

Mr. Egan suggested adding the word "of" in the title. The Board discussed Oxford commas and decided to implement consistent usage throughout the statement. Mr. Grimes suggested changing the last sentence to read "our" community. Mr. Egan and Ms. Verrier noted that the statement was intended to begin broadly and express strong support for the LGBTQ+ community without repeating the acronym too many times. The Board discussed alternative wordings and reworkings of the final sentence.

Motion: To approve the Statement of Solidarity and Support for Our Pride Community as amended.

(Verrier / Dubois)

Vote: Approved 6-0

V. Ad Hoc Library Landscape Committee Update

Dr. Gena Pilyavsky introduced himself as the Chair of the Ad Hoc Library Landscape Committee, exploring options for more effective and efficient utilization of the Library's outside space. The Committee is still waiting to make a formal recommendation. Dr. Pilyavsky wanted to provide an update on recent activities. The Committee has been

working with Activitas, a landscape architect design firm, to develop ideas for the project. Activitas has previously worked with the Town on other projects, such as the Birch Meadow recreation area upgrades.

The project seeks to support the Library's core mission by creating accessible and dedicated outdoor space for learning and engagement through educational events about nature, plants, gardening, outdoor storytimes, and other programs and events for all ages. Space for small groups to study and engage in discussions is also key.

Activitas issued a survey and hosted public information sessions to understand community needs better. Ms. Dubois and Mr. Popp represent the Board on the Committee. The Committee established a smaller working group with mostly town staff to collaborate with Activitas. Town staff members included Town Manager Matt Kraunelis, Community Development Director Andrew MacNichol, the Fire Department, the Police Department, the Facilities Department, and the Department of Public Works have been involved in developing conceptual designs to ensure safety and feasibility.

Dr. Pilyavsky shared a word cloud from Activitas summarizing the results of a public survey, which generated 250 responses. 90% of respondents visit the Library monthly, 37% visit weekly, and 50% visit with children. 35% of respondents are satisfied with current programming, and 55% want to see more. Shade, seating, and green space are top priorities.

Activitas developed several possible preliminary concepts, and the Committee has focused on one that best meets the community's needs, priorities, and safety standards. A paved patio area with pergola structures outside the Community Room would provide shaded seating, privacy, and comfort for independent users and small groups. A small stage area with tiered seating built into the slope is located on the side of the building for larger programs.

Although this preferred design is a great start in exploring possibilities for the project, the Committee has expressed concerns about the preliminary cost estimate of \$1.3 million. The Committee plans to fund the project exclusively through donations and grants. Taxpayer dollars will not be used for this project. The Committee will consider options and alternatives to reduce the estimated total cost to approximately \$750,000. Before making a formal recommendation to the Board, the Committee will refine the project concept through further discussions with alternative landscape architects regarding project implementation. Proper due diligence is critical.

The Committee will engage in community outreach through presentations and concept posters to raise awareness about the project. They will also look into potential funding sources in the form of state and federal grants and donations from local community groups and private individuals.

Ms. Fiorillo inquired about green space. Dr. Pilyavsky noted proposed flower beds around the pergola area and the Committee's preference for native plantings. Existing tree preservation and proper drainage are also priorities. Ms. Verrier expressed concerns about the proposed amphitheater's proximity to the main driveway egress. A current sidewalk would provide some separation. Dark green circles in the preliminary

concept diagram represent new plantings, which will help create additional barriers and green space.

Dr. Pilyavsky thanked the Board for their support.

VI. State of the Collection Report

Head of Collections Services Jamie Penney cannot attend to present the State of the Collection Report tonight.

Motion: To table the State of the Collection Report presentation.

(Popp / Gregory)

Vote: Approved 6-0

VII. REVIEW: Local History Room Policy

Ms. Lannon noted that many of the proposed changes to the Local History Room Policy are intended to eliminate procedural aspects of the policy. Head of Research and Reader Services Sara Kelso and Local History Librarian Jocelyn Gould were instrumental in a detailed review of this policy as associated procedures. Appropriate use of the space and the safety of historical materials are top priorities.

The policy eases restrictions regarding bags and cell phones to reduce access barriers. Ms. Lannon clarified that prohibiting food, drink, chewing gum, and pens is on the honor system. Library staff will provide users with orientation emphasizing key policy points before granting patrons access to the Local History Room. Ms. Fiorillo clarified that the policy will be posted in the Local History Room, with QR code access available.

Mr. Popp suggested adding a period at the end of bullet point five in the “Conditions for Accessing Materials” section. Ms. Dubois suggested clarifying the wording to “the condition of the item” in the “Reproduction and Photocopying” section. Ms. Verrier suggested adding a period after “Reader’s Advisory Desk” in the “Conditions for Accessing Materials” section.

The scope of behavior that could cause damage to materials was discussed. Librarians will use their best judgment in denying access based on the severity of the circumstances. Intentional damage and theft will not be tolerated.

Ms. Lannon noted that the space was previously open as a study space and was sometimes misused by disruptive young adults. Ms. Fiorillo noted a reduction in defaced yearbooks since the yearbooks have been digitized and physical copies locked up. Ms. Gould now provides private research appointments, introducing the space and its resources to curious individuals.

Edits and revisions will be incorporated for a formal vote in June.

VIII. VOTE: Celebration Trust Committee Appointee

The Board of Library Trustees appoints one member to the Celebration Trust Committee for a two-year term. Ms. Lannon verified that the current appointee, Phil Rushworth, would like to be reappointed.

Motion: To reappoint Philip Rushworth to the Celebration Trust Committee through June 30, 2026.

(Grimes / Popp)

Vote: Approved 6-0

IX. Financial Report

Ms. Lannon noted that the FY24 budget is on target. However, salaries are under budget due to various staff transitions. Materials spending is closely monitored to ensure the Library meets its Materials Expenditure Requirement for certification.

Town Meeting approved the FY25 municipal budget on Monday, April 29, and included a 3.6% increase over FY24 for the Library. Copies of the budget and Town Meeting warrant are available to the public.

April gifts consisted of \$64 in cash donations.

X. Director's Report

Ms. Lannon reported that the exterior pickup lockers have finally been fixed. A piece of cloth covers the screen to protect it from sun damage. The vendor is working on a more effective solution. The Library will negotiate for a reduction in its FY25 maintenance contract due to months of inoperability. Staff are working to develop signage and marketing materials to facilitate the reopening of the lockers.

The Animal Extravaganza program on Saturday, May 11, was a success. Miniature horses, rabbits, snakes, dogs, and more were popular among patrons of all ages. This community event included a special Story Walk, crafts, and a pet food drive. Library staff across all departments worked together on planning, promoting, and staffing. The Library also recruited several teen volunteers to provide program support. The custodians went above and beyond in assisting with setup and breakdown.

Ms. Lannon announced that the fish in the Children's Room had found new homes. A naming contest is underway for the Library's new pet turtle.

Head of Public Services Andrea Fiorillo will attend an intensive course on Law for Librarians in Chicago, which the American Library Association will sponsor. Ms. Fiorillo is one of three librarians who will return to Massachusetts able to consult on issues surrounding the First Amendment, the Children's Internet Protection Act (CIPA), privacy, confidentiality, social media, and the internet.

Elder Services and Reference Librarian Elizabeth Weilbacher was selected for a Massachusetts Library System grant to take an American Library Association course entitled "Libraries and Aging 101: Educate, Engage, and Empower Mature Adults". Ms. Lannon also highlighted other selected professional development opportunities recently completed by staff.

Ms. Verrier inquired about community training opportunities for OverDrive's Libby app, which allows patrons to borrow eBooks, audiobooks, and magazines to read on their phones and tablets. Ms. Fiorillo noted that short Niche Academy video tutorials are available on the Library website. Ms. Weilbacher has also provided demonstrations at

the Pleasant Street Center. However, many patrons require on-demand assistance at the Research and Reader Services desk with installing and downloading content.

The community Juneteenth Freedom Festival is scheduled for Saturday, June 15. Ms. Lannon noted that preparation for summer reading and programming is underway. Staff are finalizing details for the popular Summer Sizzlers event on Friday, June 21.

The Friends of the Reading Public Library are generously sponsoring a new library consortium speaker series subscription that will provide access to virtual presentations by bestselling authors. The series will have approximately four new presentations each month. Patrons will have access to video archives of previous events. The subscription includes unlimited registration for the virtual events, and participants do not need a library card to register. Viewers may livestream or watch recordings of the sessions at their convenience.

Notable upcoming programs include *For the Love of Mars: A Human History of the Red Planet* with Smithsonian Curator Matt Shindell on June 3, a presentation by popular children's author Kate DiCamillo on July 9, and a presentation by Shelby Van Pelt, author of *Remarkably Bright Creatures*, on August 21. Programs vary and could be held by business leaders or health and wellness professionals. Approximately 80% of the content is geared toward adults and 20% toward young adults, with some children's events.

Upcoming virtual events are on the RPL website, in the summer program brochure, and on digital display screens at the Library. On-demand content will also tie into community events with book groups, schools, and the Pleasant Street Center. Ms. Dubois complimented the quality and flexibility of the new content and encouraged sustained use beyond one year to allow time to develop community awareness. Ms. Fiorillo noted that the subscription is being funded by pilot money from the Friends of the Reading Public Library and will likely be built into the Friends' adult programming budget in the future.

XI. Approval of April 8, 2024, Meeting Minutes

Ms. Dubois suggested changing several verbs to past tense and spelling out the word "avenue."

Motion: To approve the minutes from the April 8, 2024, Board of Library Trustees meeting as amended.

(Popp / Verrier)

Vote: Approved 6-0

XII. Future Agenda Items

In June, updates on Summer Programming and the Community DEI Assessment will be presented. The Board is also scheduled to vote on the Local History Room policy, election of officers, FY25 trustee meeting dates, and the CY25 holiday schedule.

Collection Services Division Head Jamie Penney will present a report on the state of the collection in August after FY24 has been closed. Moving this presentation to August will provide a clearer look at changes to the collection over the course of the full fiscal year.

Sunday, May 19, will be the last open Sunday for the spring and summer. Sunday hours will resume on October 6.

Adjournment 8:21 pm

Motion: To Adjourn at 8:21 pm

(Verrier / Popp)

Vote: Approved 6-0

Respectfully Submitted,

Andrew Grimes, Secretary

READ LIBR STA1 - 64 Middlesex Avenue, Reading

All data are total for 2-port station where each port is one parking space.

January 2024

| | Weekdays | | | | Weekends | | | | Unique Drivers |
|---------|-----------------|-----------------------|--------------------------|-------------------------------|-----------------|-----------------------|--------------------------|-------------------------------|----------------|
| | Utilization (%) | # of Sessions (count) | Avg. Charge Time (hh:mm) | Avg. Session Duration (hh:mm) | Utilization (%) | # of Sessions (count) | Avg. Charge Time (hh:mm) | Avg. Session Duration (hh:mm) | |
| 4PM-8PM | 19.60 | 15 | 1:06 | 1:15 | 15.68 | 2 | 2:28 | 2:32 | 42 |
| 8PM-6AM | 0.95 | 0 | 0:00 | 0:00 | 8.40 | 0 | 0:00 | 0:00 | |
| 6AM-4PM | 18.44 | 45 | 2:03 | 2:22 | 8.01 | 6 | 2:38 | 5:12 | |

February 2024

| | Weekdays | | | | Weekends | | | | Unique Drivers |
|---------|-----------------|-----------------------|--------------------------|-------------------------------|-----------------|-----------------------|--------------------------|-------------------------------|----------------|
| | Utilization (%) | # of Sessions (count) | Avg. Charge Time (hh:mm) | Avg. Session Duration (hh:mm) | Utilization (%) | # of Sessions (count) | Avg. Charge Time (hh:mm) | Avg. Session Duration (hh:mm) | |
| 4PM-8PM | 14.26 | 7 | 0:54 | 1:02 | 5.74 | 3 | 0:20 | 0:24 | 33 |
| 8PM-6AM | 0.52 | 0 | 0:00 | 0:00 | 0.00 | 0 | 0:00 | 0:00 | |
| 6AM-4PM | 9.37 | 30 | 1:44 | 1:57 | 11.90 | 13 | 1:28 | 1:39 | |

March 2024

| | Weekdays | | | | Weekends | | | | Unique Drivers |
|---------|-----------------|-----------------------|--------------------------|-------------------------------|-----------------|-----------------------|--------------------------|-------------------------------|----------------|
| | Utilization (%) | # of Sessions (count) | Avg. Charge Time (hh:mm) | Avg. Session Duration (hh:mm) | Utilization (%) | # of Sessions (count) | Avg. Charge Time (hh:mm) | Avg. Session Duration (hh:mm) | |
| 4PM-8PM | 8.99 | 9 | 2:02 | 2:41 | 16.26 | 6 | 0:36 | 0:39 | 50 |
| 8PM-6AM | 4.13 | 5 | 0:49 | 1:02 | 1.33 | 2 | 0:33 | 0:35 | |
| 6AM-4PM | 11.2 | 32 | 1:24 | 1:35 | 10.97 | 17 | 1:44 | 1:55 | |

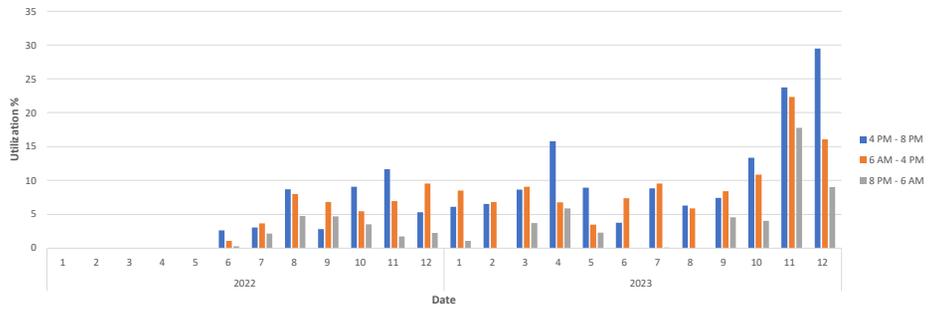
Calculations - Utilization: Average of all session utilizations under each time frame. Source data provides utilization for each session.

Calculations - # of Sessions: Sum of all sessions under each time frame. Separated source data by time frame and added number of sessions under each.

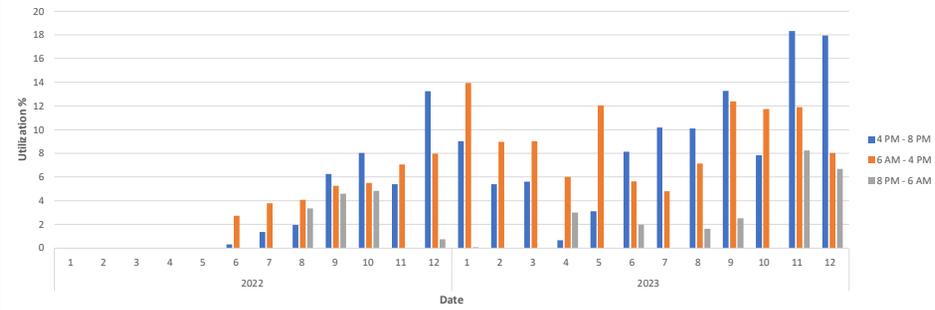
Calculations - Avg. Charge Time: Average of all session charge times for each time frame. Source data provides total charge time for each session; calculated average for each time frame.

Calculations - Avg. Session Duration: Average of all session durations for each time frame. Source data provides total duration for each session; calculated average for each time frame.

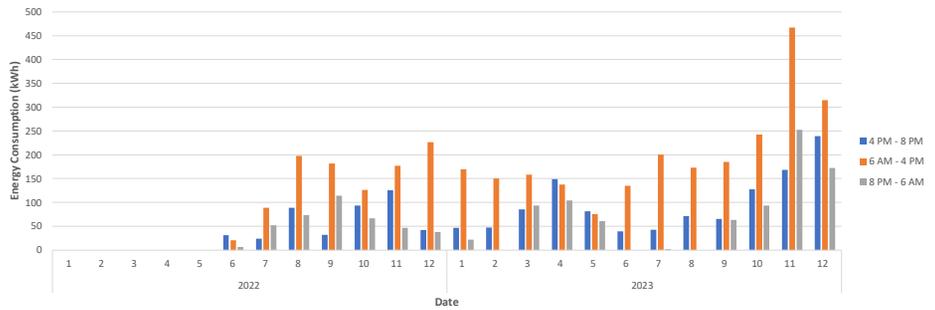
Reading Library Weekday Utilization



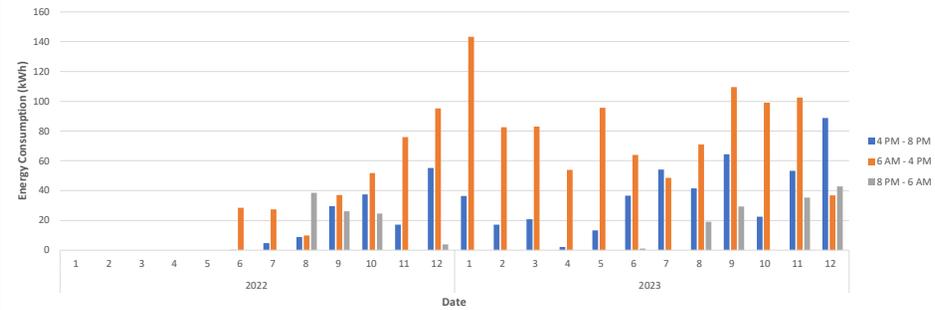
Reading Library Weekend Utilization



Reading Library Weekday Energy Consumption



Reading Library Weekend Energy Consumption



Reading Library DC Fast Charger - 64 Middlesex Avenue, Reading

All data are total for 2-port station where each port is one parking space.

January 2024

| | Weekdays | | | | Weekends | | | | Unique Drivers |
|---------|-----------------|-----------------------|--------------------------|-------------------------------|-----------------|-----------------------|--------------------------|-------------------------------|----------------|
| | Utilization (%) | # of Sessions (count) | Avg. Charge Time (hh:mm) | Avg. Session Duration (hh:mm) | Utilization (%) | # of Sessions (count) | Avg. Charge Time (hh:mm) | Avg. Session Duration (hh:mm) | |
| 4PM-8PM | 6.42 | 15 | 0:45 | 0:45 | 1.38 | 1 | 0:31 | 0:31 | 49 |
| 8PM-6AM | 2.55 | 12 | 0:53 | 0:53 | 1.24 | 3 | 0:40 | 0:40 | |
| 6AM-4PM | 6.47 | 36 | 0:52 | 0:52 | 6.24 | 14 | 0:46 | 0:46 | |

February 2024

| | Weekdays | | | | Weekends | | | | Unique Drivers |
|---------|-----------------|-----------------------|--------------------------|-------------------------------|-----------------|-----------------------|--------------------------|-------------------------------|----------------|
| | Utilization (%) | # of Sessions (count) | Avg. Charge Time (hh:mm) | Avg. Session Duration (hh:mm) | Utilization (%) | # of Sessions (count) | Avg. Charge Time (hh:mm) | Avg. Session Duration (hh:mm) | |
| 4PM-8PM | 4.98 | 10 | 0:50 | 0:50 | 3.22 | 2 | 0:27 | 0:27 | 42 |
| 8PM-6AM | 1.89 | 11 | 0:51 | 0:51 | 1.89 | 3 | 1:01 | 1:01 | |
| 6AM-4PM | 6.92 | 28 | 1:05 | 1:05 | 9.76 | 18 | 0:53 | 0:53 | |

March 2024

| | Weekdays | | | | Weekends | | | | Unique Drivers |
|---------|-----------------|-----------------------|--------------------------|-------------------------------|-----------------|-----------------------|--------------------------|-------------------------------|----------------|
| | Utilization (%) | # of Sessions (count) | Avg. Charge Time (hh:mm) | Avg. Session Duration (hh:mm) | Utilization (%) | # of Sessions (count) | Avg. Charge Time (hh:mm) | Avg. Session Duration (hh:mm) | |
| 4PM-8PM | 3.82 | 10 | 0:37 | 0:37 | 6.85 | 7 | 0:39 | 0:39 | 56 |
| 8PM-6AM | 3.12 | 12 | 1:00 | 1:00 | 3.49 | 11 | 0:51 | 0:51 | |
| 6AM-4PM | 4.84 | 24 | 0:52 | 0:53 | 8.76 | 24 | 0:47 | 0:47 | |

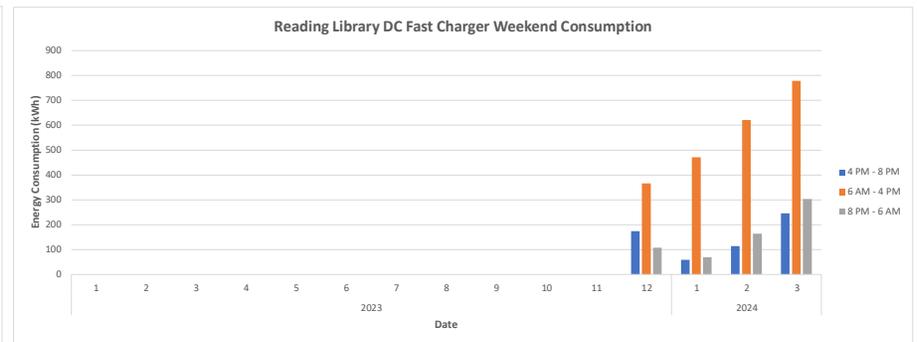
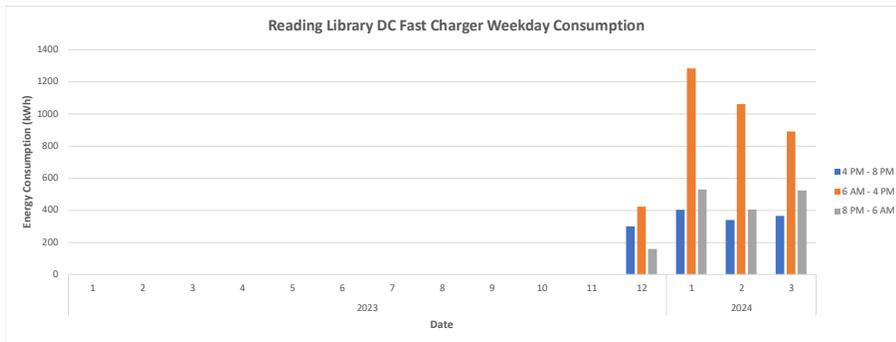
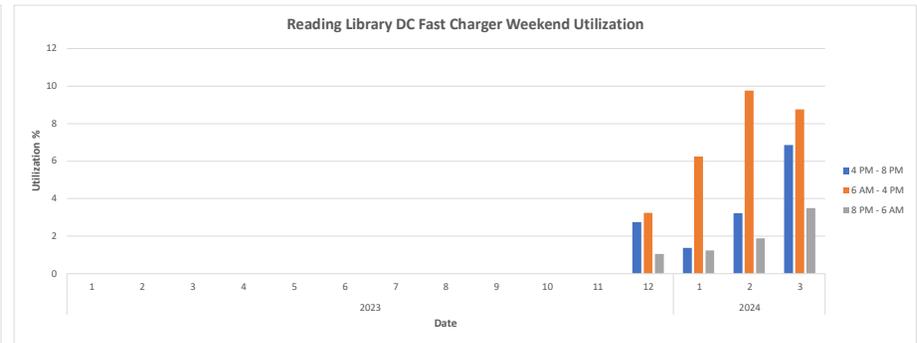
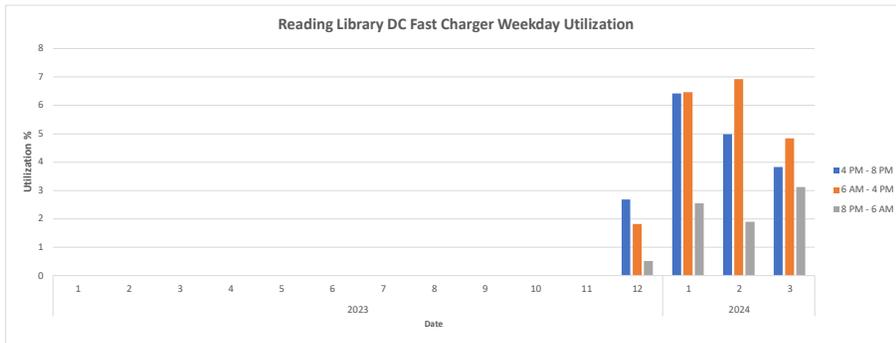
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Calculations - # of Sessions: Sum of all sessions under each time frame. Separated source data by time frame and added number of sessions under each.

Calculations - Avg. Charge Time: Average of all session charge times for each time frame. Source data provides total charge time for each session; calculated average for each time frame.

Calculations - Avg. Session Duration: Average of all session durations for each time frame. Source data provides total duration for each session; calculated average for each time frame.

**A similar number of sessions vs. the Level 2 charger...but *much* shorter charge times
People charge at the DC fast charger at night, too!**



**Approximately half as much charge time ("utilization") vs the Level 2 charger...
 ...But approximately 3-4 times the energy output!**



**Level 2 accessible
space**
Clear June 2025

**DCFC proposed
accessible space**
Clear October
2026

UPDATE FROM: LIBRARY LANDSCAPING COMMITTEE (LLC)

Cherrie Dubois - LLC Vice-Chair; Library Trustee
Andrea Hogan - Senior Library Associate, Reading Public Library
Gena Pilyavsky - LLC Chair; Climate Advisory Committee Member
Cappy Popp - Library Trustee
Jake Soucy - LLC Secretary
Elaine Stone - Reading Community Garden Member
Desirée Zicko - Communications Specialist, Reading Public Library

May 13th, 2024

SUPPORTING RPL'S CORE MISSION:

...A center and resource for learning and civic engagement. We provide a place and platform of, by, and for the people who can benefit as individuals as well as contribute to the well-being of the community.

BY CREATING:

Dedicated outdoor space for learning & engagement

- E.g., educational events about nature, plants, & gardening, outdoor storytime, and other programs and events for all ages

Space for small groups

- Study sessions, book clubs, discussions
- Improved accessibility

ENGAGEMENT

01 COMMUNITY OUTREACH

- Distributed survey
- Held public sessions

02 BOLT VOLUNTEERS & RPL STAFF

- Included as members on LLC
- Provide updates to BOLT

03 LANDSCAPE ARCHITECTS

- Working group with Activitas
- Iterate to converge on a solution

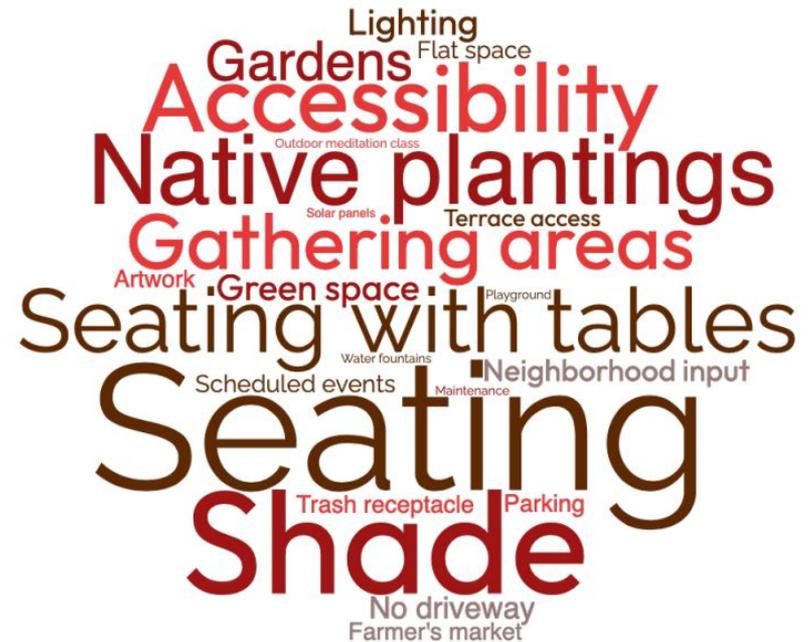
04 TOWN STAFF

- Included in LLC as member (non-voting)



PUBLIC SURVEY

- Survey generated 250 responses
- 90% of responders visit the library monthly
 - 37% weekly
 - 50% visit with children
- 35% are satisfied with current events
- 55% of responders want more events
- Shade, seating, and green space were top of the priority list



Word cloud from Activitas

PRELIMINARY CONCEPT



CONCEPTUAL DESIGN FROM ACTIVITAS



SHADE, SEATING, GREEN SPACE



CONCEPTUAL DESIGN FROM ACTIVITAS

SHADE, SEATING, GREEN SPACE



CONCEPTUAL DESIGN FROM ACTIVITAS

PRELIMINARY COST ESTIMATE

PRELIMINARY OPINION OF PROBABLE PROJECT COSTS

MOBILIZATION AND SITE PREPARATION
 EARTHWORK AND DRAINAGE IMPROVEMENTS
 SITE FURNISHINGS
 PAVEMENT / MASONRY
 SITE LIGHTING AND ELECTRICAL UPGRADES
 LANDSCAPE & SITE IMPROVEMENTS

| | |
|---------------------------------------|-----------|
| ● PRELIMINARY COST ESTIMATE ONLY | \$49,170 |
| | \$30,240 |
| | \$170,500 |
| ● NOT THE EXPECTED COST OF THE EFFORT | \$387,030 |
| | \$89,600 |
| | \$140,379 |

CONSTRUCTION SUBTOTAL
 (INCLUDING GENERAL CONDITIONS AND CONTRACTOR PROFIT)

| | |
|--|-------------|
| ● EFFORT WILL NOT BE FUNDED WITH TAXES | \$1,040,302 |
|--|-------------|

20% CONSTRUCTION CONTINGENCY
 SOFT COSTS AND DESIGN FEES

| | |
|-------------------------------------|-----------|
| ● FUNDED THROUGH GRANTS & DONATIONS | \$208,060 |
| | \$124,837 |

PRELIMINARY OPINION OF PROBABLE PROJECT COSTS

\$1,373,200

CONCEPTUAL DESIGN FROM ACTIVITAS

NEXT STEPS

- 01 COMMUNITY OUTREACH
 - Presentations, concept posters, etc.
- 02 CONCEPT REFINEMENT
 - Cost reduction
 - Further discussions w/ landscape architects
- 03 IDENTIFY FUNDING SOURCES
 - State & Federal grants
 - Local community groups & private donations

THANK YOU
