

Randall Library Trustees

Meeting Minutes

Date: May 10, 2017
At Randall Library

Present:

Marianne Sharin
Barbie Wolfenden
Maureen Busch
Rick Lent
Kathy O'Brien
Tim Reed
Melissa Fournier, Library Director
Jim Salvie, Liaison from Selectmen

Absent:

Bob Katz

Agenda:

1. Approval of minutes (Rick 5 min)
2. Officer Elections (Melissa 15 min)
3. Highlights from Directors Report (5 min)
4. Action Items from previous Meeting (Marianne 5 min)
5. Next Steps with Restoration (Melissa 5 min)
6. Review of Trust Funds (Tim 15 min)
7. Patron Correspondence

Decisions:

- Elected Chair, Vice Chair, Secretary
- Deferred vote on Treasurer

Action Items:

Action Item	Responsible	Due date	Completed
Fund distribution model for investments	Tim and Bob	May	Deferred to June
Determine space needs for different populations of library users as input to future design possibilities for building	Melissa	May	Deferred to June
Follow-up with Planning re. land and parking	Melissa and Rick	May	Done
Talk to Bill W. about process for	Marianne	May	Done

requesting funding for preliminary design work on future building			
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Minutes

Meeting called to order at 7:37

Secretary's Report - Acceptance of Minutes

- Minutes from April 12 accepted unanimously
- Minutes from April 20 (submitted by Marianne Sharin) accepted unanimously
- In reference to April 20 minutes, Tim noted that if we have another project, public forums should be held earlier in the process so that we are better prepared for issues such as the questions about UV light mitigation.

Officer Elections

- Lengthy discussion concerning chair and vice-chair positions. Rick advocated a modified model of succession for better continuity: Chair, Vice Chair, and Immediate Past Chair. The Vice Chair would be the most likely successor to the Chair and would serve in a "Chair in training" capacity whereas the Immediate Past Chair would serve in an advisory role. Marianne nominated Maureen for secretary. Kathy seconded. Unanimous vote.
- Board agreed to defer nominations and vote on Treasurer until June because Bob is a potential nominee.
- Barbie nominated Kathy for vice chair. Tim seconded. Kathy was reluctant to accept for various reasons
- Marianne nominated Rick for vice chair. More discussion on how to handle chair and vice chair for the coming year to allow for a smooth transition.
- Melissa called for a vote on Kathy. Barbie – yes; no majority so vote failed
- Melissa called for a vote on Rick – Barbie, Kathy, Maureen, Marianne – yes; vote passed
- Tim nominated Marianne for chair; Barbie seconded. No other nominations, vote was unanimous.

(Jim left 8:21)

Action Items from Previous Meeting

- Tim: Develop alternate models for investment. He has a proposal which he will send to Bob; will present at June meeting
- Space needs (Melissa) – Melissa will be talking to MLBC to get more guidance on how to estimate space needs – will have report for June
- Space – Parking, etc. – Rick met with Jesse; will report at June meeting
- Marianne talked to Bill Wrigley about getting funds for the design phase of a renovation project (for 1970's wing). We cannot use CPA funds, but

could arguably request funds for access to the historical part (for example, elevator to 2nd floor). Bill says we could request funds as early as the fall if there is a fall town meeting. We will need further conversations to determine how much money should be requested.

Director's Report

- All the numbers were down for the past month. No obvious reason to account for the downturn.

Next Steps for Restoration

- As a group, we need to work together better. For example, coordinate our town meeting comments better.
- Melissa reported that Wendell is negotiating with Bill Wrigley on the bidding process. No work can begin until after the RFP goes out, bids are received, and contracts awarded. The restoration committee will be meeting June 12 to start the process.

Review of Trust funds and distribution among various investment instruments – deferred until next month.

Patron Correspondence

- Melissa reports that Mr. Flynn has picked up the last of the documents related to his April 18 request: 479 pages total.
- Board discussed whether to respond to Mr. Flynn's letter in the Stow Independent. Board decided to take no action.

Informational Updates

- Barbie reported the Friends will be putting out a newsletter
- Tim reported the 2nd Century Fund met the previous night (May 9)

Next board meeting: June 14

Meeting adjourned at 8:48 – Tim moved to adjourn, Barbie seconded, unanimous vote.

Minutes respectfully submitted: Maureen Busch

Director's Report Board of Trustees Meeting May 10, 2017

Attendance:

April 2017=3324

April 2016=4137

Down by 19%

Days Open:

April 2017=21

April 2016=22

Circulation:

Totals for April 2017 (E and Print) 2017 =5926 Total for April 2016=6261

Circulation breakdown April 2017

Print = 5182

E-book=744

Circulation breakdown April 2016

Print= 5695

E-books=566

Down by 5 %

Database usage:

Freegal usage April 2017- downloads=225 patrons=39

Breakdown of Freegal April 2017

Standard Freegal= Patrons- 23 downloads-206

Streaming Freegal= Patrons –16 Streamed songs -362

Freegal usage April 2016- downloads=225, patrons=30

Up by 152 %

Consumer Reports

April 2017, Users=3, Page views=38

April 2016 , Users=6, Page views=75

Down by 49%

Mango

April 2017= sessions=,7 languages-3 (Italian, Japanese, French),

April 2016= sessions=0, languages =0

Up by 700%

Ancestry/Heritage Quest

April 2017= 163 sessions /items(usage)

April 2016= 78 sessions/items(usage)

Up by 108%

Ancestry Heritage breakdown April 2017

Ancestry = 41 items(usage)

Heritage Quest=122 items(usage)

Ancestry Heritage breakdown April 2016=78

Ancestry = 3 /items(usage)

Heritage =75/items(usage)

Program Attendance

Total special programs=17 attendance=191

Regular Weekly Children's programs=8 attendance=90

Special Children's programs (includes YA afterschool and tutoring, and Afterschool events etc.)-,
5 attendance=41

Adult programs=4 attendance=60