

## Randall Library Trustees

### Meeting Minutes

**Date:** June 14, 2017

**Location:** Randall Library

**Present:**

Rick Lent, Vice Chair

Barbie Wolfenden

Maureen Busch, Secretary

Kathy O'Brien

Tim Reed, Treasurer

Melissa Fournier, Library Director

**Absent:**

Marianne Sharin

Bob Katz

**Agenda:**

1. Secretary Report (5 min – Maureen)
2. Election of Treasurer (5 min)
3. Highlights of Director's Report (10 min – Melissa)
4. Historical Restoration Update (10 min – Barbie and Kathy)
5. Moving forward with Next Steps for the Randall Building's Addition (10 min – Rick)
6. Treasurer Update (this is an open item from last meeting) (10 min – Tim)
7. Action Item follow up from previous meeting (10 min)

**Decisions:**

**Action Items:**

Action Item	Responsible	Due date	Completed
Fund distribution model for investments	Tim and Bob	May/June	Deferred to July
Determine space needs for different populations of library users as input to future design possibilities for building	Melissa	May	Completed

## **Minutes**

Meeting called to order at 7:38 p.m.

- Tim moved to approve the minutes for May 10, 2017, as amended. Barbie seconded. Unanimous.

### **Election of Treasurer:**

- Continued discussion about officers, responsibilities, the selection process. Those suggested for offices should not feel obligated to accept the nomination if they don't have the time, energy and/or interest to perform the duties. Keep in mind that special projects may be run by a subcommittee or a working group with oversight from the board.
- Treasurer election: Rick nominated Tim. Barbie seconded the motion. Vote was unanimous.

### **Highlights of director's report**

- Overall, numbers were good; up slightly in most categories.
- Closing out FY2017 in good shape. Will need transfer from Trust to checking account in July for materials.
- Long discussion about HVAC and septic. Air handling unit was fixed during the winter, no invoice yet.
- Ducts in the children's and DVD sections which had water infiltration will be replaced by Building Dept. Director's office and back work room will have some type of air handling unit in place, not physically removing and replacing the units that are there now. Ducts in the 1970's section are underground (under the slab), making access much more difficult.
- Septic: the leach field is failing because the roots of the war memorial bushes have compromised the pipes. It was hoped that coring and flushing would be sufficient to clear out the roots, but there were too many roots. The whole system will have to be replaced. Discussion of possible placement of leach field ensued. Many questions, few answers at this point.

### **Restoration Update**

- The septic situation was also a topic of discussion at the Restoration Committee meeting
- Committee will be meeting late July/early August
- Preparing to get bids on chimney work as well as interior work (separate bidding processes)
- Bricks for chimney will be hard to match; may have to use some bricks that aren't as close a match in the back. If there aren't many bricks too damaged to be reused then it may not be an issue. The current plan is to have the chimney work done somewhere in the window of August 16 to October 20, and the interior work done early January through early April.
- They hope to be able to hire local people to do the work

- UV light issue – want to have UV treated storms (protection “baked in” as opposed to sheets applied afterward)

#### Moving Forward with Next Steps for Library Addition

- One project at a time – finish historical restoration before requesting funds for next project
- MBLC – most recent window for requesting consideration for funding closed early 2017; unclear when next grant application opportunity will be.
- Melissa will continue talking to MBLC to get more information about when the next grant application round might be, what the application process looks like, and what information needs to be gathered and presented as part of an application.

#### Treasurer’s Report

- Tim is still working on a revised plan for fund rebalancing with input from Bob. Bob has suggested moving all funds to a robo-managed system which makes money moving models but come with a cost.
- Barbie moved that \$10K be moved from trust fund to Family Federal checking account. Rick seconded. Vote was unanimous.

#### Action Items updates:

Melissa – got an estimate of possible stack needs:

- 57 additional stacks
- “Maker space”
- 2 flexible meeting spaces with a capacity of 30-50 people each
- Children’s room should have flexibility for both quiet space and slop sinks
- Will need offsite location for collection during any renovation

Melissa is doing an on-line tutorial on “How to Engage the Community in your plans”

Next meeting: July 12

Adjourned at 9:12 p.m. Tim moved to adjourn. Barbie seconded. Vote unanimous.

Respectfully submitted,

Maureen B. Busch

## **Director's Report - Board of Trustees Meeting June 14, 2017**

### **Attendance:**

May 2017=4293

May 2016=4142

**Up by 3.6%**

### **Days Open:**

May 2017=22

May 2016=21

### **Circulation:**

**Totals for May 2017 (E and Print) 2017 = 6110 Total for May 2016=6002**

Circulation breakdown May 2017

Print = 5359

E-book=751

Circulation breakdown May 2016

Print= 5451

E-books=551

**Up by 1.7%**

### **Database usage:**

**Freegal** usage May 2017- downloads=46 patrons=787

Breakdown of Freegal May 2017

Standard Freegal= Patrons- 27 downloads-200

Streaming Freegal= Patrons –19 Streamed songs -587

Freegal usage May 2016- downloads-26, patrons-229

**Up by 24 %**

### **Consumer Reports**

May 2017, Users=10, Page views=86

May 2016 , Users=13, Page views=128

**Down by 32%**

**Mango**

May 2017 sessions-18, languages2-(Japanese, Tagalog),

May 2016 sessions-2, languages =2

**Up by 800%**

**Ancestry/Heritage Quest**

May 2017= 396 sessions /items(usage)

May 2016=0 sessions/items(usage)

**Up by 3000%**

Ancestry Heritage breakdown May 2017

Ancestry =262 items(usage)

Heritage Quest132= items(usage)

Ancestry Heritage breakdown May 2016=0

Ancestry = 0 /items(usage)

Heritage =0/items(usage)

**Program Attendance**

Total special programs=16 attendance=191

Regular Weekly Children's programs=8 attendance=99

Special Children's programs (includes YA afterschool and tutoring, and Afterschool events etc.)-, 6  
attendance=59

Adult programs=2 attendance=33