

Randall Library Trustees

Meeting Minutes

Date: August 9, 2017

Location: Randall Library

Present:

Marianne Sharin

Barbie Wolfenden

Maureen Busch

Rick Lent

Tim Reed

Bob Katz

Melissa Fournier, Library Director

Absent:

Kathy O'Brien

Agenda:

1. Approval of minutes (5 min)
 2. Action Items from previous meeting (5 min)
 3. Questions on the Directors Report (5 min)
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1. Update on Septic System
 - b. Presentation by UMass Donahue Institute on Library Needs Assessment (20 min)
 - c. Treasurer's Report (15 min)
 - d. Public Comment (10 min)

Decisions:

Have an additional meeting to clarify our build/renovate vision – new building/new site or renovate existing building.

Action Items:

Action Item	Responsible	Due date	Completed
Recommend fund rebalancing	Tim/Bob	August	
Develop list of potential strategic plan consultants/start screening	Melissa	August	Ongoing - started
Schedule additional meeting	Marianne	August	August

Minutes

The meeting was called to order at 7:31 p.m.

Minutes: Tim moved that the minutes of July 26 be approved as amended; Bob seconded.
Unanimous

James "Chuck" Flaherty, a strategic planner/library consultant. Chuck discussed his experiences as a library director and as a consultant. Most recently has worked with Wellesley and Wayland to develop strategic plans for library building projects. He discussed the need for an updated strategic/long range plan for the library; necessity for community involvement in the process. Trustees asked questions about how a plan would be developed, what it would include, time frame.

Progress on Action Items:

- Melissa has started interviewing consultants offering strategic planning services
- Tim and Bob will meet soon to discuss proposed rebalancing of Library Trust funds
- Bob noted that we need documentation of authorization to manage funds in order to engage various investment services (e.g. robo-managed funds)

Director's Report

- Restoration: no updates
- HVAC: no date set
- Septic: Building Dept. decided to move the D-box replacement project in-house. Have run into additional difficulties due to broken backhoe. No E.T.A. on completion.
- We now have Hoopla, which doesn't have holds on eBooks

Discussion about presentation by Mr. Flaherty. As discussion progressed, it became apparent that the board does not have a clear idea of what we want/need and what our vision is. Marianne will poll the board for possible dates for a special meeting for the purpose of clarifying the vision so that we can proceed with clarity.

Treasurer's report: Tim provided a year end summary. Overall, we started FY 2017 with about \$619000 and ended the year with about \$675000, and also dispersed \$54000 to the library for materials, etc. Bob noted it would be helpful to see how our funds performed compared to an investment index such as S&P 500. Some discussion about how to best communicate to the public that the library's budget for books, subscriptions, and other materials is funded in large part by the funds administered by the Trustees, not the town budget voted at town meeting.

Tim moved to adjourn the meeting; Barbie seconded; Unanimous. Meeting adjourned at 9:24 p.m.

Respectfully submitted,

Maureen B. Busch

Director's Report August 9, 2017

Attendance:

July 2017=3247

July 2016=3290

Down by 1.3

Days Open:

July 2017=15

July 2016=17

Circulation:

Totals for July 2017 (E and Print) 2017 = 6721 Total for July 2016=6541

Circulation breakdown July 2017

Print = 5824

E-book=897

Circulation breakdown July 2016

Print= 5842

E-books=699

Up by 2.75%

Database usage:

Freegal usage July 2017- downloads=686 patrons=33

Breakdown of Freegal July 2017

Standard Freegal= Patrons-21 downloads-197

Streaming Freegal= Patrons – 112 Streamed songs -489

Freegal usage July 2016 downloads=933, patrons=42

Dow by 26 %

Consumer Reports

July 2017, Users=13, Page views=105

July 2016 , Users=5, Page views=88

Up by 19%

Mango

July 2017 sessions=2, language=1-(Japanese),

July 2016= sessions=7, languages =2

Down by 71%

Ancestry/Heritage Quest

July 2017=826 sessions /items(usage)

July 2016= 74 sessions/items(usage)

Up by 205%

Ancestry Heritage breakdown July 2017

Ancestry =378 items(usage)

Heritage Quest=448 items(usage)

Ancestry Heritage breakdown July 2016

Ancestry =74 /items(usage)

Heritage =0/items(usage)

Program Attendance

Total special programs=17 , attendance=313

Regular Weekly Children's programs=8 , attendance=117

Special Children's programs -5, attendance=146

Adult programs=4 , attendance=50

Directors' Notes

Septic Tank Updates

(Conversation with Doug Hyde-8/4/2017-1:00pm via phone)

The Building Department has decided to "take the project in-house" (previous plan was to hire an outside licensed contractor/company to replace Distribution Boxes and conduct all repairs) - Which should save a great deal of money. To do this they will be working with:

- Building Department (BD) Personnel
- Bruce Fletcher
- Nashoba Board of Health

Bruce Fletcher will need (which he is currently working on) to re-activate his license in order to be qualified to replace the Distribution Boxes (D-Boxes). This has been approved of by the Nashoba Board of Health.

The "new team" will:

- Get a working backhoe
- Replace the D-Boxes
- Re-sod the Town Green

Things currently standing in the way of progress-Which means that work will not be completed for at least other two weeks:

- Backhoe is broken. Should take at least a week to fix. But no idea at present when that might really be
- Bruce Fletcher needs to re-activate his license
- Active repairs should start the week after the backhoe is fixed.

Currently the system is functioning and does not need to be pumped bi-weekly because:

- The field is designed to take 600 gallons a day
- Library only generates at present (studies done by BD staff because of the recent pumping issues)- 30 gallons a day.
- Primary (1890's) system was abandoned in 1970. It has a functioning D-Box
- System has two D-Boxes and the soil from the old system could handle reactivating the old system area for additional septic capacity for a larger library. But it would require Nashoba Board of Health to approval to do that and the new updates to the old systems pipes etc. To have it fully functional again. Cost estimates on that are unknown at present.

To Answer Bob Katz's Questions from last BoT Meeting:

Set up of the Septic System for Library

- Total number of gallons/capacity of the system:
 1. We have a 1,500 gallon holding tank
 2. Field is designed to handle 600 gallons a day

Library Consultant Interviews

Please see the other attachment e-mailed previously.

Note: UMass Donahue and James Flaherty are willing to come to the 8/9/2017 meeting if approved of by the BoT- Please let me know if you'd like me to invite them.

HVAC Updates

From Minutes of the Restoration Committee- August 1st:

Doug Hyde asked to open the meeting with information to inform the Committee as to the current status of the HVAC work being done on the first floor of the library. Mr. Hyde stated that the contract for the work had been awarded on July 24th he then went on to explain the alternative methods that will be used to heat and cool areas of the first floor including the workroom, lobby and Library Director's office. These alternatives are to be used in order to save money as there was not enough funding in the original request made by the Building Department to the Town to fund the completed project as needed. At the current time the Building Department is not sure that they can install the split currently planned for the Director's office, pricing will define the project. Mr. Hyde mentioned that air quality reports will be conducted pre and post installation of the new HVAC systems. Drawings of the HVAC should be approved by the next meeting of the Restoration Committee and as of the present date the project's schedule is not defined.

Town Budget End of Fiscal Year Results.

All line items for the library Q4 balance=\$0

But for :

Heating= balance of \$1,183.31 back to Town

Electric= balance of \$2,645.24 back to Town

Capital Improvements (Bathroom repairs)- balance of \$4,705.40 still in account

Hoopla Launch

August 1st- As to date some enthusiastic response no tech issues as of the moment. HOWEVER- The system is tied to a Stow based library card number. People who did not get their initial library cards from Stow (changed address) might have issues. We might have to reissue cards to make it work.

ARIS Reports

Completed 7/26- Mailed out 8/1

Notes:

Print/Overdrive Circ FY2017=77,359 FY2018=73,311 Down by 5.2%

Electronic Resources usage (state and exclusive Stow databases)

FY2017=7,164, FY2018=18,875 up by 163%

ILL (Network Transfer-Interlibrary Loans) Received FY2017=15,157, FY2018=14,248

ILL Provided (Network Transfers- Interlibrary Loans) FY2017=14,157, FY2018=16,521

Next State of the Library Presentation to the Board of Selectmen

October 10, 2017-7:00pm

Will include:

Facilities information (Restoration, HVAC, septic, updates to collection layout, copier/printers/computer on second floor/microfiche machine (including photos where appropriate) Information (if any) on outdoor lighting on Historical structure

Holdings information-FY2017 vs FY2016

Increased Wi-Fi (no longer need password)-Stats on wi-fi usage

Summer Reading Stats – Including “Build a Better Stow” video

Updates to electronic resources- Hoopla

Circulation, Attendance and Programs Statistics-FY2017