

Randall Library Trustees Meeting

Meeting Minutes

Date: July 26, 2017

Location: Randall Library

Present:

Marianne Sharin, Chair

Barbie Wolfenden

Maureen Busch, Secretary

Kathy O'Brien

Tim Reed, Treasurer

Bob Katz

Melissa Fournier, Library Director (arrived 7:35)

Absent:

Rick Lent, Vice Chair

Agenda:

1. Approval of minutes (5 min)
2. Action Items from previous meeting (5 min)
3. Questions on the Directors Report (5 min)
 - Update on Septic System
- a. External lighting of Building - Request to Dave Conna for lighting improvements (10 min)
- b. Next Steps with Restoration (10 min)
 1. Start date for external work
 - Start date for internal work
- b. Renovation Path Forward (30 min)
 1. Discuss information sent out by Melissa
- b. Comments from the Chair (5 min)

Decisions:

Action Items:

Action Item	Responsible	Due date	Completed
Graph monthly attendance over past 5 years to visualize trends	Melissa/Bob	Aug. 9	
List of potential consultants for renovation marketing/info gathering	Melissa	Aug./Sept.	
Proposed Fund balancing	Tim	Aug. 9	

Minutes

Meeting called to order by the chair at 7:31

Minutes unanimously approved as amended.

Highlights of Director's Report:

- Attendance was down overall, but the number of eBooks loaned has increased significantly, so overall the library is seeing a reasonable level of activity. No obvious explanation for the slightly downward trend, although the increase in eBook borrowing, which can be done via the internet without a visit to the physical library, may be contributing to the lower numbers. Melissa has a spreadsheet with the monthly attendance numbers for the past 5 years, will distribute the spreadsheets and Bob will graph them.
- Septic system is functioning but has to be pumped frequently (every 2 weeks or so). Next week, the septic will be dug up, D-box replaced, area will be backfilled, and the green will be re-sodded when the work has been completed. With repairs, both systems (older and newer) will be operating and provide 1.5X the capacity required for the library, given its size.
- HVAC: Steel duct work is embedded in concrete, therefore can't be replace. It will cost about \$2K to clean the ductwork, and it may be difficult to clean where ducts curve. Ducts should be cleaned every 2-3 years for good maintenance. Disinfectant, which dissipates in about 24 hours, will also be put through the ducts to clean.

Dave Conna presented conceptual drawings of what the proposed exterior lighting might look like. Discussed different options. Dave will get back to Melissa with a ballpark cost estimate. Both cost and possible restrictions/requirements in the town by-laws will drive our decision moving forward. Questions about security lighting and an open/closed sign – outside of the scope of this discussion and would have to be a different project.

Restoration project: The Working Group to address historic displays has met twice. There is still a lot of work to be done to reach any kind of consensus.

Renovation (potential project): Depending on the timing of any renovation project, there may not be an opportunity to apply for MBLC funds. Melissa suggested Wayland's recent library renovation project would be a good model to work from. Possibly bring in a professional marketer to help collect information on what different segments in town want or envision for the library, collect statistics and help determine the direction (renovate in place vs. build new, for example). Melissa will compile a list of potential marketers with their scope of services, fees, etc.

Chair's comments.

Barbie moved to adjourn; Bob seconded; unanimous. Meeting adjourned 9:10 p.m.

Respectfully submitted,

Maureen B. Busch

Director's Report - July, 2017

Attendance:

June 2017=3991

June 2016=4148

Down by 3%

Days Open:

June 2017=22

June 2016=21

Circulation:

Totals for June 2017 (E and Print) 2017 = 6109 Total for June 2016=6900

Circulation breakdown June 2017

Print = 5386

E-book=723

Circulation breakdown June 2016

Print= 6327

E-books=573

Down by 11%

Database usage:

Freegal usage June 2017- downloads=413 patrons=32

Breakdown of Freegal June 2017

Standard Freegal= Patrons-19 downloads-150

Streaming Freegal= Patrons – 13 Streamed songs -263

Freegal usage June 2016 downloads=23, patrons=189

Up by 152 %

Consumer Reports

June 2017, Users=10, Page views=131

June 2016 , Users=4, Page views=75

Up by 150%

Mango

June 2017 sessions=21, language=3-(Japanese, English Loanwords Japanese, Minetic Japanese),

June 2016= sessions=11, languages =7

Up by 90%

Ancestry/Heritage Quest

June 2017=634 sessions /items(usage)

June 2016= 194 sessions/items(usage)

Up by 226%

Ancestry Heritage breakdown June 2017

Ancestry =456 items(usage)

Heritage Quest=178 items(usage)

Ancestry Heritage breakdown June 2016

Ancestry =17 /items(usage)

Heritage =177/items(usage)

Program Attendance

Total special programs=18 attendance=344

Regular Weekly Children's programs=8 attendance=135

Special Children's programs -, 4 attendance=194

Adult programs=6 attendance=15