

## Randall Library Trustees

### Meeting Minutes

**Date:** September 13, 2017

**Location:** Randall Library

**Present:**

Marianne Sharin

Barbie Wolfenden

Maureen Busch

Rick Lent

Kathy O'Brien

Tim Reed

Bob Katz

Melissa Fournier, Library Director

Jim Salvie, Liaison from Selectmen

**Agenda:**

1. Approval of minutes
2. Action Items from previous meeting
3. Questions on the Directors Report
  - a. Update on Septic System
  - b. Migration to Google VTS
4. Treasurer Analysis of Portfolio Comparison
  - a. Following up on the suggestion made to create comparison of Trust performance against a public index (i.e., S&P, Russells, etc)
5. Discuss the establishment of a group to develop a long range Strategic Plan for Library
  - a. Purpose of the group - Identify Charter
  - b. Group Composition

**Decisions:**

**Action Items:**

Action Item	Responsible	Due date	Completed
Research documentation giving Trustees authority to manage funds	Tim	December	
Contract for Bob	Marianne	October	

## **Minutes**

Meeting called to order at 7:33 p.m.

Kathy moved that the minutes for August 16, 2017 be approved as amended. Rick seconded the motion. Vote was unanimous.

Treasurer's report: Tim did a comparison of the performance of our funds against standard benchmarks (S&P). Continued discussion of rebalancing the trust. Bob reported that he had talked to the CFP Board; if he is going to give investment advice to the Trustees, he needs a contract with the Trustees. Also, if he were to give investment advice, he would need some documentation, such as a previous town meeting vote, showing that the Trustees have the right/authority to manage the trust if there is no will or other document authorizing the Trustees. Tim stated that his research of MGL and case studies support the authority of libraries and their trustees to manage funds. Tim will continue researching to order to continue the discussion in December.

### Highlights of Director' Report

- Hoopla has been well received and the user experience has been seamless.
- Septic work has been completed. During the process, it was discovered that the electric outlets and lights outside needed repairs. A trench was dug to deal with the repairs; this is a town issue (expense).
- The router is being repaired
- Ductwork replacement is in progress.
- Circulation was up 2.9%
- The town has gotten VTS (Virtual Towns and Schools) to host the website; trustees will have their own page on the town site. Need to check with Linda Hathaway about putting Trustees meeting minutes on the page: hard or electronic copy? Who will upload? Until the library subscription to Google Sites expires, the Google Sites page will redirect users to the new site. One feature of VTS is that when the news section of the page is updated, an email will automatically be sent to the patron newsletter mailing list.

Strategic Direction: Looking forward at needs and how they relate to physical space. The strategic direction document will focus on predictive demands; audience would be the town in general (e.g. Town Meeting). Many of the information gathered will also become part of the strategic plan that will be ready by the end of calendar year 2019. Discussion about forming a subcommittee and what the composition of that committee might look like, the advantages and disadvantages of a working group vs. a subcommittee.

Next meeting Thursday, September 21 at 7:30 p.m.

Upcoming: Melissa and some trustee volunteers will present updates to the Board of Selectmen at their October 10 meeting.

Historic/Library working group: The group met last week. Moving forward, but progress is slow.

Meeting adjourned at 9:04 p.m.

Respectfully submitted,

Maureen B. Busch

## **Board of Trustees Meeting September 13, 2017**

### **Attendance:**

August 2016=3570 (average per day open=198)

August 2017=3984 (average per day open=209)

**Up by 11%**

### **Days Open:**

August 2016 =18

August 2017=19

### **Circulation:**

**Totals for August (E and Print) 2016=6785 Total for August 2017=6985**

Circulation breakdown August 2016

Print = 6145

E-book=640

Circulation breakdown August 2017

Print=6160

E-books=825

**Up by 0.24%**

### **Database usage:**

#### **Freegal**

August 2016- downloads=1436, patrons=40

August 2017-486, patrons=27

2017 usage

Standard Freegal= Patrons-17 download-141

Streaming Freegal= Patrons -110 Downloads-345

2016 usage

Standard Freegal=Patrons-24, Downloads-236

Streaming Freegal=Patons-16, Downloads=1,200

**Down by 66%**

**Consumer Reports**

August 2016=4 users, page views=31

August 2017= 415users, page views=161

**Up by 27%**

**Mango** August 2016= 4 sessions, 3 languages – August 2017= 5 session, languages =2

**Up by 25%**

**Ancestry/Heritage Quest**

August 2016= 651/items(usage)

August 2017= 116 sessions/items(usage)

**Down by 82%**

Ancestry Heritage breakdown August 2016

Ancestry = 385 items(usage)

Heritage Quest=266 items(usage)

Ancestry Heritage breakdown August 2017

Ancestry = 79 /items(usage)

Heritage = 37 /items(usage)

**Program Attendance**

Total special programs16 =, attendance=166

Regular Weekly Children's programs= 9 attendance=80

Special Children's programs (includes YA afterschool and tutoring, and Afterschool events etc.)-5, attendance=74

Adult programs=2, attendance=12

**Notes:**

**Facilities**

HVAC install going well- Work should be completed and units functioning by mid-week next week

Septic pumped on 9/8/2017 in anticipation of having Doug Hyde, Craig Martin and Bruce Fletcher working on installing the D-boxes and making repairs on 9/11/2017

All first floor duct work that will remain functioning after the install of the new HVAC units was cleaned on 8/28/2017. Air quality was tested that same week and according to a verbal confirmation by Craig Martin the results came in at "normal" ranges.

The Building Department took bids on the Chimney Restoration/repairs on 9/8/2017. There were 4 bidders with the lowest bid coming in at \$28,620. The Building Department will begin checking references this week.

**Website:**

The key library staff members (Melissa, Chris and Olivia) were trained on the usage of the new Town Website (provided by Virtual Town's and Schools) on 8/23/2017. The new Town's website seems to be able to provide all the elements and flexibility needed for the library's needs. The library staff (most Olivia Sederlund) is transitioning the web features currently on the library's "Google Sites" website to the new library department page on the Stow Town website. Work should be complete by the end of the week, and when the "google sites URL/domain name is up for renewal later this year the Library Director will no longer be renewing it. All library website access will be available via the Town's website moving forward.

The Board of Trustees now has their own web page on the Town's Website. A BoT members should speak to Town Clerk's office to see if updates to that page will/should be handled by the Web Administrator, Town Clerk's office personnel or members of the Board of Trustees.

**Upcoming Board of Selectmen's "State of the Library" Presentation- Scheduled for 10/10/2017**

The Library Director and Board Chairman are currently working on the Google Slide presentation for this. All data is currently there-"tweaking" is taking place as to the best way to arrange that data. Anyone interested in attending this presentation with the Director will be welcomed.