

Randall Library Trustees

Meeting Minutes

Date: October 11, 2017

Location: Randall Library

Present:

Marianne Sharin

Barbie Wolfenden

Tim Reed

Maureen Busch

Kathy O'Brien

Bob Katz

Melissa Fournier, Library Director

Jim Salvie, Liaison from Selectmen

Agenda:

1. Approval of minutes (5 min)
2. Action Items from previous meeting (5 min)
3. Directors Report Highlights (10 min)
 1. Including update from presentation to Selectmen
- b. Discussion and action on Chair Role (20 min)
 1. a. Determine what action to take based on email re-circulated by Kathy from May
- b. Strategic Subcommittee Posting Update (20 min)
 1. Review the composition of the Strategic Subcommittee based on feedback received

Decisions:

(none)

Action Items:

| Action Item | Responsible | Due date | Completed |
|--|-------------|----------|-----------|
| Research documentation giving Trustees authority to manage funds | Tim | December | |
| Contract for Bob | Marianne | October | October |
| Job posting for aide vacancy | Melissa | November | |
| | | | |

Minutes

Meeting called to order at 7:30

Kathy moved to accept the minutes for the September 21, 2017. Barbie seconded. Vote: Yes: Maureen, Kathy, Barbie, Tim, Bob. Abstain: Marianne.

Rick informed the board via email that he intends to resign as Trustee.

Bob contract/agreement has been forwarded to the town (Bill Wrigley, Pam Landry) and will be presented to the Board at the November meeting.

Director's report:

- Melissa noted that the attendance numbers were higher than expected due to the counter not being reset some Tuesday mornings so that the foot traffic of workers on Mondays was included. After discussion, it was agreed that the number should be annotated.
- Chimney phase of renovation work: Brick color has been chosen for replacement bricks. It has been challenging to find a close match for the exact shade of brownstone for the chimney cap. The actual work will begin soon.
- Interior renovation work has not gone out to bid yet. Work won't begin until a bid is accepted and a contract negotiated. Hopefully, work can begin in early January.
- There was a question as to whether there were any items stored in the attic of the library that would have to be moved so that the items would be more accessible during the renovation. Answer: no.
- Supplies currently stored in the Friends of Randall Library closet will have to be moved before the renovation starts.
- Melissa had an Open/Closed sign that was in use for two days before she was informed by the Clerk's office that it was a possible by-law violation and that some citizens had expressed negative reactions.
- HVAC work has been completed. Air quality is much better. Some of the ductwork is low.
- Presentation to Board of Selectmen went well.
- There will be a collection box for leftover Halloween candy to be donated to the VA Hospitals.
- Pat Sacra (library aide) is retiring December 15. Melissa will develop a job description and identify necessary skills so that the job opening can be posted.

Jim noted that the Fin Com is conducting a zero level budget, meaning that they are examining every position in every department to determine if it is justified, as well as examining all expenses.

Role of the Chair:

Rick's intended resignation as Trustee impacts our leadership plan as he was serving as Vice Chair with the intention of stepping into the Chairman's role at the end of the year. Marianne no longer wants to serve as Chair; according to the by-laws, her term should have ended in May. Limiting the office of chair to two years was intended to help build institutional knowledge.

Discussion of roles and responsibilities: What is expected of the chair besides developing the agenda and running the meetings? If there are other issues, they should be addressed by the director or delegated to other members.

Kathy made a motion that Tim be chair, Barbie be vice chair, Bob be treasurer. The motion was not seconded.

Board agreed to table the vote until the next meeting to give us time to contemplate the next steps. As vice chairman, Barbie will run the next meeting.

Due to the length of time spent on the above topics and the anticipated lengthy discussion of the strategic vision subcommittee, discussion of the subcommittee composition was tabled until the next monthly meeting.

Barbie moved that the meeting be adjourned. Bob seconded. Vote was unanimous; meeting adjourned at 8:57 p.m.

Respectfully submitted,

Maureen B. Busch

Board of Trustees Meeting October 11, 2017

Attendance:

September 2016=3637

September 2017=4860

Up by 33%

Days Open:

September 2016 =21

September 2017=22

Circulation:

Totals for September (E and Print) 2016=6189 Total for September 2017=6056

Circulation breakdown September 2016

Print = 5616

E-book=573

Circulation breakdown September 2017

Print=5,110

E-books (Overdrive)=880

E-materials (Hoopla)=66

Down by 2%

Database usage:

Freegal usage September 2016- downloads=769, patrons=36, September 2017-
downloads=339, patrons=27

Breakdown of Freegal September 2016

Standard Freegal= Patrons- 21 downloads-201

Streaming Freegal= Patrons –15 Streamed songs-568

Breakdown of Freegal usage September 2017

Standard Freegal= Patrons- 15 downloads-129

Streaming Freegal= Patrons –12 Streamed songs-210

Down by 55%

Consumer Reports

September 2016=3 users, page views=30

September 2017= 13 users, page views=136 **Consumer Reports/Ebsco**

Up by 353%

Mango September 2016= 10 sessions, languages 8– September 2017=3 session, languages =2

Down by 70%

Ancestry/Heritage Quest

September 2016= 386 sessions /items(usage)

September 2017=871 sessions/items(usage)

Up by 125%

Ancestry Heritage breakdown September 2016

Ancestry = 164 items(usage)

Heritage Quest= 222 items(usage)

Ancestry Heritage breakdown September 2017=871

Ancestry =105 /items(usage)

Heritage 766= /items(usage)

Hoopla

September 2017-users=18, Circulations=66

(Audio-33, E-books-23, Movies-8, Music-2)

Program Attendance

Total special programs=16, attendance=217

Regular Weekly Children's programs= 8 attendance=120

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

Adult programs=3, attendance=23

Notes:

Facilities

HVAC work completed. Still awaiting "bumpers" for HVAC work in the children's library to protect patrons from harm.

Wi-fi printer installed.

New routers (Comcast and in-house) installed.

New Town Website up and running. After the Friends complete their most recent fund raising, we will “pull down” the Google Site webpage.

Got a light up Open/Closed sign for the library hours for the front lobby. Told by a representative in the Town Clerk’s office that some people in the town were “offended” by it (e-mails and pictures flying around the internet-with rude comments) and told that it was “against Town By-Laws”. I could not find any town by-laws in which this would be an issue, but I took the sign down anyway.

Chimney Repairs -Contract agreement is signed and shop drawings have been submitted to WKA. Waiting for a start date and schedule from the contractor. The contractor is Folan Waterproofing & Construction, Inc. (a company with whom MKA had successfully worked with before). Cost roughly. Bid Price \$28, 620. Meeting with the MKA team, contractor, Director and members of the Restoration Committee, 8:00am 10/11/2017.

List of possible people to contact to be on the Library Usage Committee:

Possible additions to the new library use committee:

Janet Fritz

Marty Sheehan

Julianna North

Richard Mortensen

Elizabeth and David Stallard

Donna Qualitz (no longer lives in Town-Hudson)

Lisa Wallot

Erica Benedick

Elizabeth Barret

Jennifer Radl

Kim Laster

Nicole Oderkirk/Hatlevig

Programs

Contacted by Nancy Malek of Lancaster (774-275-1990) . She would like the Randall Library to participate in your program to collect leftover Halloween candy from patrons to be delivered to the US Veterans Homeless shelter on Grove Street in Worcester, Veterans of Bedford VA and Veterans Inc. of Bedford (for special occasions and Veterans Day especially) and to be sent overseas for serving veterans on Valentine’s Day (with included cards from patrons who would like to create them) and on Veteran’s

Day. Would you allow me to do this? Donation boxes would be left in the library lobby from November 1st to the 9th. Families who participate in this donation program will receive a dental care from Drs. Garofoli, Hefferman and Bruneau to be distributed from the Circulation Desk.

Staff

Pat Sacra's last day of employment for the Town of Stow will be December 15, 2017. Her Employee Status Forms have already been processed and signed by B. Wrigley.

Director made the semi-annual report to the Board of Selectmen on 10/10/2017.

Financials

Sent the first e-mail to Jeff Smith about the current year's Hale Reference donation to the library. Awaiting a response. – Will suggest adding Lynda.com (\$2,000.00 and shades for the Reference Room windows)- [We are in the midst of adding new members to our board. This may take 30 days or so. If you can wait that length of time, we would be happy to meet with you in the Hale Reference Room.](#)

Potential Budget increases for FY2019- Needs discussion

Increase in funding for Library Aide Olivia Sederlund to Max step (merit based)-

Increase in hours for all Library Aides (those working 16 to 18 hour weeks to hours per) and/or add a new part-time 18 hour Library Aide to cover all shifts so that two employees are in the Building at all times, as well as having additional staff to serve on Saturdays). Increase Youth Services from 28 hours to 31 hrs (must have it library increase open hours on Friday) . Increase Library Aide #3 from 28 hours to 31 hours (must have if library increase open hours on Friday)?

Increase hours open to 5:00 on Fridays- This would mean that Youth Services MUST have increased hours from 28 to 31 hrs as well as additional staff (as the Director cannot work more than 37.5 hrs at current pay level)

Additional "seat" on Sierra for Youth Services Librarian's desk (hard wire in that computer to systems and get scanners for checkout)-\$580.00 extra (Roughly \$27,206 (without increase in Overdrive) Membership would roughly be \$21,930.00)

With repairs made to HVAC possible "repairs" line for library should remain level relatively funded.

Lift repair??? Awaiting estimates