

## **Randall Library Trustees**

### Meeting Minutes

***Date:*** March 14, 2018

***Location:*** Randall Library

***Present:***

Marianne Sharin

Barbie Wolfenden

Tim Reed

Maureen Busch

Kathy O'Brien

Bob Katz (arrived 7:32)

Melissa Fournier, Library Director

Public: Laura Reiner, Carol Stoltz, Kathleen Pavlecheck

***Agenda:***

Acceptance of Minutes from February 15 th

Revisit Director Evaluation

Director's Report

Library Statistics

Library Use Committee Update

New Library Policies

CMARS vs MLN Comparison

Treasurer's Report

Restoration Update

Chairman's Report

New Business

Public Comment

Next Meeting Wednesday, April 11 th

Future Agenda Items:

April:

Preparations for Trustee Officers' Election

Preparations for Town Meeting

Trust Fund Report and Recommendations – Treasurer

Library Budget Update – Vice Chair and Director

May:

Election of Trustee Officers

***Decisions:***

None

## ***Minutes***

Meeting called to order at 7:30 pm

Barbie made a motion to accept the minutes of the February 15, 2018, meeting. Kathy seconded the motion. Passed 4-0-1 (Yes: Kathy, Barbie, Maureen, Tim. Abstain: Marianne) (Bob arrived)

Tim read Marianne's letter regarding the Director's evaluation into the minutes. The letter was very positive and listed the Director's overall accomplishments and vision for the library.

### ***Director's Report:***

Discussion: There has been a decline in attendance the past few months. Possible contributing factors:

- Chris has been out on medical leave, meaning less children's programming
- Adult programs have been limited due to space issues during the renovation
- The renovation may be discouraging patrons from using the library.
- Libraries across the state have been seeing declining attendance.
- Library attendance goes down when the economy is up, and vice versa.
- ebooks and audio books borrowing has gone up; neither requires physically going to the library in order to accomplish borrowing.

Freegal has gone down as spotify and other streaming services have become more common.

Library use committee - got response from 1 person, and pursuing another person.

Top 5 hits on survey list: How to shape the data?

New policies: Melissa has put proposed new policies on hold in favor of developing emergency/safety procedures. One concern is that the current configuration of the library limits safe escape routes in case of an intruder (e.g. deranged shooter). Melissa requested the Trustees review it; she will be sharing it with police and fire departments for input. Melissa plans to review the procedures with new hires as well as annually with all staff.

The library has water-based fire extinguishers, need to get foam ones, too.

Need to have accident report forms, incident report; ideally, also track ongoing issues or concerns if there are recurring issues (ref: Winchester library incident).

Suggestion for the safety procedures: quick reference for all the security codes.

Melissa reported on the changing library's network to CMARS as opposed to staying with MLN:

Staff visited Clinton and Boxborough libraries:

- CMARS is less expensive
- Randall Library would not be the smallest library
- 2-3 day turnaround to get a book requested from another library
- Melissa will report back on whether there are any fees or expenses associated with leaving the MLN

- Patrons can still get a Minuteman card as a "non-resident" as well as CMARS card and have access to both networks.
- Trustees asked if there are significant differences in the collections
- First year expenses of CMARS would be about \$2000 higher than in subsequent years because we would have to buy new computer hardware to replace the servers we would have to return to MLN
- CMARS won't have an app until the end of the summer - many people use the MLN app.

At the April meeting, the Trustees should plan to discuss and vote on whether to move to CMARS or stay with MLN. If the board votes to change networks, then they will also have to decide whether to make the move this year or next year. One practical consideration is that the library will need time to educate the public about the move and how it will impact them in practical ways like being able to use their library cards, the phone app, etc.

*Treasurer's Report:* money was transferred from trust to library account and is now being spent

Kathleen Pavlecheck – Friends of Randall Library is looking for guidance on the correct process for purchasing the furnishings that they are funding as part of the restoration project since the purchases are being made jointly with the 2<sup>nd</sup> Century Fund. It was agreed that the items would be purchased directly as opposed to being invoiced through the library.

*Restoration project:* Clarification on relationship between Trustees and Restoration Committee: The Board of Selectmen appointed the restoration committee, the committee reports to the Selectmen. The Trustees gave the committee the authority to oversee the project, so the Trustees are not directly involved with the restoration. The committee has members from Fincom, Selectmen, Capital Planning, Trustees, Building Dept., and Friends of Randall Library.

*Chairman's Report:*

Carol Stoltz will be running for the vacated 3-year term, Laura Reiner will be running for the unexpired term. Laura has also applied to be a representative on the Hale High School Fund; she will be appointed by the selectmen at an upcoming meeting.

March 27 is the likely date of joint meeting with Selectmen to appoint Laura to remainder of the unexpired term until the election. We will meet at 7 p.m.

*New business:* The Director should plan to make a library updates presentation to the Selectmen in the May/June timeframe. The goal is to make 2 presentations to them each year.

Barbie made a motion to adjourn. Marianne seconded the motion. Vote was unanimous. Meeting adjourned at 8:58 p.m.

Respectfully submitted,

Maureen B. Busch