

Randall Library Trustees
Meeting Minutes

Date: April 12, 2017
At Randall Library

Present:

Marianne Sharin, Chair
Barbie Wolfenden, Vice Chair
Maureen Busch
Bob Katz
Rick Lent, Secretary
Tim Reed, Treasurer
Melissa Fournier

Absent: Kathy O'Brien

Also present: Sharon Brownfield from Restoration Committee

Agenda:

1. Secretary's Report (approval of 2 sets of March Minutes) - 5 min Rick
2. Identifying participants and determination of group to work with Historic Commission - 5 min Marianne
Maureen and Barbara to be the representatives
3. When the presentations for the Restoration will be before Town Meeting -10 min – Marianne
4. Director's Report - accept - 5 min Melissa
5. Review of Actual vs Budget for FY - 10 min Melissa
 - . Quarterly Review of Randall Trust -15 min Tim
 - a. Discuss Article for allocation strategies
6. Check in with Renovation info searches -3 min each
 - o Rick
 - o Bob
 - o Marianne
7. Patron Correspondence -5 min Marianne

Decisions:

Action Items:

Action Item	Responsible	Due date	Completed
Develop alternate models for Trust fund investment distribution	Tim and Bob	May	
Determine space needs for different populations of library users as input to future design	Melissa	May	

possibilities for building			
Follow-up with Planning re. land and parking	Melissa and Rick	May	
Talk to Bill W. about process for requesting funding for preliminary design work on future building	Marianne		

Minutes

Meeting called to order at 7:37

1. Secretary's Report (approval of 2 sets of March Minutes) - 5 min Rick
Accepted as amended. Accepted unanimously. (Correction on 23rd: Tim not here.)
2. Identifying participants and determination of group to work with Historic Commission - 5 min Marianne
Sharon presented the difference between a committee and a working group to address the issues surrounding the historical artifacts and the library.
Clarification of board members on working group: Maureen and Barbie.
3. When the presentations for the Restoration will be before Town Meeting -10 min - Marianne
 - a. Dates, notifications:
April 20 from 6 to 9 with presentation at 7PM from the architect,
April 29th from 11-2 as make-up for those not available on the Thursday
 - b. Countdown to Town Meeting: May 1 or possibly the 2nd or 3rd.
4. Director's Report – reviewed, Melissa
Need for interpreter for a deaf patron addressed for now
Report accepted unanimously
5. Review of Actual vs Budget for FY, Melissa
We are on track against the third quarter of the town's budget. Some repair items still outstanding. We are under the original budget so far.
Discussion of questions re. the town's management of the capital budget for maintaining the buildings of departments like the library, COA, fire station, etc.
Need to get more information.
6. Quarterly Review of Randall Trust – Tim
Trust has worked over time under guiding principal one of simplicity for managing the funds. Discussion of reallocation of funds across investment categories. Recommendation to have a higher percentage in bonds (to return closer to the traditional allocation of funds. Need to rebalance now.) General discussion of options for allocation and funds management.
Next steps: going to proposed new distribution, and possibly managing the

funds differently. Bob and Tim to develop alternate proposal and bring back to May meeting.

7. Check in with Renovation info searches -3 min each

- a. Rick
- b. Bob
- c. Marianne

Next steps: Determine the relative space needs for different populations as input to next design. Rick and Melissa to follow up with Planning. Bob and Melissa to explore square footage. Marianne to talk with Bill about process for moving towards a request to the town for funds for preliminary design work.

8. Patron Correspondence -5 min Marianne

Next board meeting: April 20 for public open house

Next regularly scheduled board meeting: May 10

Meeting adjourned at 9:38

Minutes respectfully submitted: Maureen Busch

Director's Report Board of Trustees Meeting April 12, 2017

Attendance:

March 2017=4261

March 2016=4385

Down by % 2

Days Open:

March 2017=22

March 2016=23

Circulation:

Totals for March 2017 (E and Print) 2017 =6792 Total for March 2016=6754

Circulation breakdown March 2017

Print = 6103

E-book=689

Circulation breakdown March 2016

Print= 6168

E-books=586

Up by. 05 % (Note- library was open one less day in 2017 compared to 2016)

Database usage:

Freegal usage March 2017- downloads=1,119 patrons=58

Breakdown of Freegal March 2017

Standard Freegal= Patrons- 32 downloads-248

Streaming Freegal= Patrons -26 Streamed songs -871

Freegal usage March 2016- downloads=225, patrons=30

Up by 397%

Consumer Reports

March 2017, Users=12, Page views=85

March 2016, Users=2, Page views=18

Up by 373%

Mango

March 2017= sessions=14, languages-7 (Spanish (Castilian), Greek, Pirate, German (Oktoberfest), German, Spanish (Latin American), French)

March 2016= sessions=5, languages =2

Up by 180%

Ancestry/Heritage Quest

March 2017=224 sessions /items(usage)

March 2016= 12 sessions/items(usage)

Up by 1,766%

Ancestry Heritage breakdown March 2017

Ancestry =114 items(usage)

Heritage Quest=110 items(usage)

Ancestry Heritage breakdown March 2016=203

Ancestry =12 /items(usage)

Heritage =0/items(usage)

Program Attendance

Total special programs=22 attendance=333

Regular Weekly Children's programs= 10 attendance=158

Special Children's programs (includes YA afterschool and tutoring, and Afterschool events etc.)-9, attendance=143

Adult programs=3 attendance=32