

Randall Library Trustees

Meeting Minutes

Date: April 11, 2018

Location: Randall Library

Present:

Marianne Sharin

Tim Reed

Maureen Busch

Kathy O'Brien

Bob Katz

Laura Reiner

Melissa Fournier, Library Director

Agenda:

Acceptance of Minutes from March 14th

Director's Report

Library Statistics

Q3 Municipal Budget Report

CMARS vs MLN decision for FY2019

Treasurer's Report

Restoration Update

Chairman's Report

Moving May meeting to May 16th

New Business

Public Comment

Decisions:

Postpone decision on moving to CMARS or staying with the Minuteman Library Network until fall.

Minutes

Meeting called to order t 7:34 p.m.

Kathy made a motion to accept the Minutes of the March 14 meeting. Laura seconded. Vote was unanimous (6-0)

Kathy made a motion to provisionally accept the minutes of the joint meeting with the Selectmen on March 29. Bob seconded the motion. Vote was unanimous (6-0)

Director's report:

- Attendance in March was down compared to last year. It was noted that the library was open three (3) fewer days than last year. Some questioned whether the restoration is impacting attendance. Melissa will look for old calendars to see if there were more programs or meetings last year that might also contribute to difference in attendance numbers.
- e-book usage is increasing.
- Increasing Saturday programming for kids due to demand.

- We still need an explanation of why the attendance dips (or spikes!)
- Would it be better to have a 12 month rolling average for attendance? MBLC looks at month-to-month, which is why the director reports it that way to us. However, if we are looking at trends, rolling averages will smooth out the spikes while still giving a sense of whether the number is trending up or down.
- Some board members feel that statistics should all be annotated regarding contributing factors like how many days open, was there bad weather, etc. Lively discussion ensued.
- Q3 Municipal budget report. Furniture and professional development will be used before the end of the fiscal year

CMARS v MLN:

- The staff needs to be sufficiently comfortable with/educated about CMARS before making a change. Should we change for FY19 or wait until FY20 (next year). Another consideration is: Do people like Minuteman specifically, or are they drawn by being part of a transfer network in general? Would the public be satisfied with such a change, or would there be pushback?
- Sense of the board is that we should postpone a discussion to the fall - look at whether the technology is equivalent before making a switch (e.g. CMARS does not currently have a phone app equivalent to MLN's)

Emergency plan - has been viewed and reviewed by the police and fire departments

Laura made a motion to accept the emergency plan. Marianne seconded the motion. Vote was unanimous (6-0)

Photo release form: Melissa would like to document the increased Saturday attendance with photos. Discussion whether the parents should be opting in or opting out of publishing children's names with pictures.

Treasurer Report:

We voted on an amount assuming Hale High School fund would not be donating money. However, now that they have a new member (Laura), they can meet and vote to donate some money. They will be meeting and may be making a donation. If the library receives money from the Hale fund, then some of the Trust money should be put toward the next fiscal year if we have met our state-aid requirement for this year.

Restoration:

Melissa meets every 2 weeks with architect, contractor, building department. Walls have been prepped and walls and ceilings have been repaired as well as they can be. They are now ready to start painting. Floors need to be sanded.

Some activities depend on whether town meeting approves additional money (e.g. if money approved for new storms, contractor does not need to be as careful taking out the old ones to paint the trim since they will not be going back in afterward.)

Chairman's report:

Library is very busy on Saturday mornings.

There are more building projects coming along, so we need to be strategic in the timing of any proposed large improvements of the library building beyond the restoration project.

Town meeting - May 7 & 8. Our meeting would normally be May 9, it would make sense to move our meeting to the 16th (after the election)

Kathy made a motion to move our next meeting to the May 16. Laura seconded. Vote was unanimous (6-0)

New business:

Thanks to Bob for his years of service since this is his last meeting

Marianne made a motion to adjourn the meeting. Laura seconded. Vote was unanimous
Meeting adjourned at 8:43 p.m.

Respectfully submitted,

Maureen B. Busch