

## **Randall Library Trustees**

Minutes of May 16, 2018 Meeting at Randall Library

### **Present:**

Tim Reed  
Laura Reiner  
Carol Stoltz  
Kathy O'Brien  
Maureen Busch  
Barbie Wolfenden  
Marianne Sharin (arrived 7:33pm)  
Melissa Fournier, Library Director (arrived 7:50pm)

### **Agenda:**

Election of Officers  
Acceptance of minutes from April 11  
Director's Report  
Treasurer's Report  
Restoration Update  
Chairman's Report  
    Library statistics  
New Business  
    Posting minutes on the new town website  
Public Comment

### **Minutes:**

The meeting was called to order at 7:30pm.

#### **Election of Officers**

Maureen presented the proposed slate of officers:

Chair: Tim Reed  
Vice Chair: Barbie Wolfenden  
Secretary: Laura Reiner  
Treasurer: Tim Reed

Kathy made a motion to accept the slate; Barbie seconded. There were no nominations from the floor. The slate was accepted (6-0). Kathy then moved that the board elect the slate; Barbie seconded the motion. The slate of officers was elected (6-0).

#### **Minutes**

Kathy moved to accept the minutes of the April 11 meeting; Barbie seconded. The minutes were accepted (7-0).

**Director's Report** (Melissa not yet present)

- Discussion of missing Randall portrait and other items. Tim will send an email of inquiry to the Stow Historical Society and relevant town officials to discover their whereabouts. Melissa will supply Tim with a list of the items.
- For future discussion: develop a security protocol for historical materials and visiting exhibits. The library is insured under the general town policy. We could consider a security camera. Tim will ask Melissa to investigate.
- Policy on commercial use of the library. Melissa will draft guidelines for board review. The board will then vote on the policy at a subsequent meeting.

### **Treasurer's Report**

The Treasurer's report is postponed to the next meeting. Tim Reed, Pamela Landry, and Carol Stolz were approved by the board to be the individuals listed in the Organization Resolution to be filed with Vanguard for the Randall Memorial Library Mabel Hale Fund.

### **Restoration Update**

A few change orders were voted but the project is generally on schedule except for lights, which are delayed about a month. Historical items are moving back in July. Grand opening is slated for September, an excellent opportunity to present our activities to the public (the Friends, Second Century Fund, Readings Dogs, Lego Club, Cookbook Club, Knitting Club, Puzzle Club).

Melissa noted that gutters need to be cleaned regularly, otherwise rain flows down inside the windows. Barbie will talk to Sharon on the Restoration Committee; the Building Department has been alerted.

### **Chairman's Report**

Attendance statistics are trending upwards, while circulation is trending downward. However, circulation doesn't include database use which has been increasing. Looking at attendance and circulation together doesn't reveal a strong correlation.

Potential library renovation: Tim talking to Bill Wrigley and Doug Hyde about annual review of the condition of the 1970 addition to the library. Tim developed a draft timeline for review. Trustees are asked to send comments to Tim for review at the next meeting.

### **New Business**

The Attorney General has stated that minutes for all public meetings are expected to be posted online. Laura will talk to Ron Eld, town IT administrator, to learn the process and also find out how to update the Trustees page. She will share this information with Tim.

Barbie moved to adjourn the meeting; Maureen seconded. The vote was unanimous. Meeting was adjourned at 8:48pm.

Respectfully submitted,

Laura Reiner