

Randall Library Trustees
Meeting Minutes

Date: March 8, 2017
At Randall Library

Present:

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

Guests: Doug Hyde, Jesse Steadman, Marilyn Zavorski, Dot Spalding, Linda Hathaway

Agenda:

- 1 Secretary's Report (Rick - 5 min)
- 2 Building Reuse Questionnaire Review (Guests Doug & Jesse - 10 min)
- 3 Status of the Restoration Project (Marianne & Melissa - 30 min)
- 4 Quarterly Review of the Library Trust (Tim - 10 min)
- 5 Director's Highlights (Melissa - 5 min)
- 6 Scheduling Next Meeting Date

Decisions:

- Minutes of Feb board meeting accepted unanimously
- Director's report accepted unanimously

Minutes

Meeting called to order at 7:33

Public Comment (None)

Secretary's Report (Rick - 5 min)
Minutes accepted as amended.

Building Reuse Questionnaire Review (Guests Doug & Jesse - 10 min)
Several points came up in the survey: storage. Can we get some clarity on what kind of storage and how close? We need a few more specifics.
Points made about a range of items that have no proper storage and get

tucked in “corners.” Discussion of examples, highlighting how accessible or remote certain items need to be.

Discussion of parking needs. Do we need to plan differently now for parking (we need 22 spots.) How we need to “score” on parking for state funding.

Status of the Restoration Project (Marianne & Melissa - 30 min)

Contents of the Warrant Article

Timeline to meet for Town Meeting

Meetings completed with Town Boards

Meeting with Historical Commission

The History of the Whitney Room

Tim: Sense of the board is to proceed with plan to store the articles of concern to the Historical Society so that we can get the approvals needed to move to a vote at the town meeting.

- We have to do this, but feel very uncomfortable.
 - Working group to work on eventual resolution and display of articles: Marianne, Melissa, Maureen with Stow Historical Society
- Request that the board consider an exhibit policy for the future of library storage.

Quarterly Review of the Library Trust (Tim - 10 min)

Need to discuss rebalancing funds. This will take more time and be put on a future agenda (April). We are not at 60% equity/40% bond.

Director's Highlights (Melissa - 5 min)

Move to accept notes and seconded. Accepted unanimously.

Scheduling Next Meeting Date:

Fourth Tuesday of the month. March 28, April 25 plus the regularly scheduled meetings on the second Wednesday.

Next board meeting: March 28, 7:30 – 9:00

Meeting adjourned at 8:57

Minutes respectfully submitted: Rick Lent

Director's Report: Board of Trustees Meeting March 8, 2017

Attendance:

February 2017=3370

February 2016=3408

Down by % 1.12

Days Open:

February 2017=19

February 2016=21

Circulation:

Totals for February 2017 (E and Print) 2017 = 5330 Total for February 2016=5903

Circulation breakdown February 2017

Print = 4702

E-book=628

Circulation breakdown February 2016

Print= 5368

E-books=535

Down by 9% (Note- library was closed for 2 less days in 2017 than in 2016)

Database usage:

Freegal usage February 2017- downloads=1025, patrons=45

Breakdown of Freegal February 2017

Standard Freegal= Patrons- 25 downloads-196

Streaming Freegal= Patrons -20 Streamed songs -829

Freegal usage February 2016- downloads=249, patrons=27

Up by 311%

Consumer Reports

No records reported due to changes in tracking and reporting system on Ebsco end resulted in lost/un retrievable records to all customers. Issue has since been resolved, but records for Feb have been permanently lost.

Mango

February 2017= sessions=23, languages-3 (Spanish, Greek, Pirate)

February 2016= sessions=4, languages =3

Up by 475%

Ancestry/Heritage Quest

February 2017=2780 sessions /items(usage)

February 2016= 203 sessions/items(usage)

Up by 1269%

Ancestry Heritage breakdown February 2017

Ancestry =2564 items(usage)

Heritage Quest=216 items(usage)

Ancestry Heritage breakdown February 2016=203

Ancestry =112 /items(usage)

Heritage =91/items(usage)

Program Attendance

Total special programs=21 attendance=228

Regular Weekly Children's programs= 6 attendance=75

Special Children's programs (includes YA afterschool and tutoring, and Afterschool events etc.)-13, attendance=149

Adult programs=,2 attendance=4

Notes:

Facilities

Toilets overflowed on first floor on a Saturday (2/11/2017) due to some kind of non-flushable materials that was attempted by an unknown patron to be flushed down the ladies room toilets at some time during the week. Called Building Department and made arrangements for pipe cleaning company (All Drain Services- account set up with Town) to come in and clear blockage (\$360.00 charge).

Ants have been a problem in the past month. Had to have the exterminator in the deal with them...an additional \$300.00

Bathrooms have been patched and painted by library cleaning staff (free) and a toilet leak has been fixed by Sahlberg Plumbing (\$289.00)

Meeting with members of the Historical Commission, Historical Society, Restoration Committee, Randall Board of Trustees (3/7/2017) in order to encourage co-operation on moving the Historical Commission's vote for the library restoration forward to the CPC. Compromise was reached (with an agreement to bring the matter to the attention/vote of the next Historical Commission's meeting 3/8/2017?) on care of historical items currently in the Whitney room. Historical Commission members have stated that the items (in their current configuration) must be returned to the library after the restoration (including the glass cases with some kind of shatterproof mylar put on the glass -payment for this will have to be added to the warrant article on behalf of the Historical Commission's request for care and storage of items) to try to prevent injury to patrons, wall plugs and additional wall lighting will be added during the restoration in order to make the space more useful for library patrons post-restoration and the Historical Commission has agreed to use the time during the restoration to work on alternatives for their items moving forward. A "timeline" committee will be put in place including members of the restoration committee, library staff, Historical Commission members of the Board of Trustees in order to come up with an alternative for the Historical Commissions/Society's permanent care of their collected items and make better use of the Whitney Room that benefits all members of the town/library patrons.

Staff

All 2016 employee reviews have been completed (including Olivia Sederlund's). Original signed and dated copies have been distributed to all staff during individual review discussions with the Director. Signed and dated copies of each have been put in each employee's personnel files in the Library Director's office and a sealed envelope with signed and dated copies has been distributed to the Town Administrator's office.

Pat Sacra will be resigning at some time after March in 2018 and will be moving to Atlanta with her husband.

Staff appreciation day by the Friends was greatly appreciated by the library staff.
Letters/notes for patrons very well received by all staff.