

Library Trustees Meeting

September 12, 2018

7:30 p.m.

Randall Library

Agenda

Acceptance of Minutes from August 8th and August 28th Meetings

Director's Report

Library Statistics Review

Presentation to Selectmen

Treasurer's Report

Trust Funds Report and Recommendations

Restoration Update

Chairman's Report

Preparations for Official Opening of Restored Second Floor

New Business

Preliminary Discussion of FY20 Budget

New Personnel Hiring Policy

Public Comment

Adjournment

Members in Attendance

Tim Reed

Barbie Wolfenden

Marianne Sharin

Carol Stoltz

Kathy O'Brien

Maureen Busch

Melissa Fournier, Director

Absent

Laura Reiner

Minutes

Meeting called to order at 7:30

Minutes Approval

August 8: Marianne made a motion to accept the minutes of August 8. Maureen seconded.

Motion passed 4-0-2 (Yes: Marianne, Maureen, Tim, Kathy. Abstain: Barbie, Carol)

August 28: Barbie made a motion to accept the minutes of August 28. Kathy seconded. Motion passed 6-0

Director's Report

Tim provided an updated graph of rolling average of attendance based on the director's numbers

Brief discussion of reasons for tracking. Melissa noted that there are more after school offerings at Hale for the middle school kids, and that has had some impact on attendance in the past few weeks – will have to track it over the next few months. Attendance is a tangible number to track.

Circulation: Overall circulation is slightly trending up. Note: "Books" are really any physical medium that is physically checked out (books, DVDs, CDs, etc.)

Melissa mentioned the NY Times Op-Ed article about the importance of libraries.

No Consumer Reports numbers for August due to programming glitch at the other end

Director's presentation to the Selectmen went well, made a positive impression on Board of Selectmen and Town Manager. Also presented to CPC and it went well.

Treasurer's Report

CDs cashed out, will be invested with Fidelity pending paperwork. Tim provided year to date financial information which reflects the redistribution of funds and the distribution to the director.

Restoration Update

Restoration – Window seats and cushions, are in place, lighting installed. Storm windows are currently being installed.

On track for grand opening in October.

Chairman's Report

Grand Reopening:

October 13 –4-6 p.m. Food, music, brief speeches/presentations. Friends of Randall Library will be doing publicity, invitations. Don't have many opportunities to "showcase" the library.

Discussed what groups (CPC, Historical Commission, etc.) should be included in the announcement/invitation to the event – we want to make sure we don't forget anyone.

Tim met with Bill Wrigley to discuss various aspects of a possible renovation of the rest of the space. We should start the process very soon to find space for library during such a project. Tim had an outline of the needs for a plan for operation during a renovation/remodel which would involve storing the collection and having a pick-up station so that patrons could request materials online then pick them up the next day at the pick-up station. The plan also proposed a pilot program of the process with a small portion of the collection well in advance of the actual renovation. This would provide an opportunity to identify any issues before the full scale move. Moving off site would not allow for browsing – will function much the same way that requesting books from Minuteman Network.

We will request design funds at spring town meeting. Expenses related to moving the collection and setting up the satellite lending desk should also be included in addition . Questions were raised about overall project management and coordination.

Motion: Carol moved that we send a request to Town Manager for storage facilities for the collection and Barbie seconded Vote was unanimous 6-0

New Business

Preliminary Discussion FY20 Budget: Historically, we approve proposed budget in December and amend in January. Would like to find out what questions people have about the budget so that Melissa can answer questions in October, come up with some preliminary ideas for November meeting.

Questions regarding budget impact of staff changes – hours are covered, saving some money since lower pay scale for replacement employee.

Questions about cleaning and landscaping

New Personnel hiring Policy: Discussion regarding giving Melissa authorization to make hiring decisions without Trustees' vote. Currently, the director must present proof (meeting minutes) that the Trustees have approved the hiring choice before the Town Manager will authorize the hire. Discussion about checks and balances and keeping the Trustees involved in some way. Trustees agreed to table the discussion until next month so that Melissa can clarify the requirements of a revised policy from Bill Wrigley.

Public Comment: None

Motion to Adjourn: Barbie made a motion to adjourn. Carol seconded. Passed 6-0. Meeting adjourned at 8:59 p.m.

Respectfully submitted,

Maureen B. Busch