

Minutes Randall Library Trustees February 13, 2019

Present: Tim Reed, Barbie Wolfenden, Maureen Busch, Laura Reiner, Carol Stoltz, Kathy O'Brien
Melissa Fournier, Library Director
Absent: Marianne Sharin

Agenda

Acceptance of Minutes from the January 9th Meeting

Director's Report

Library Statistics

FY19 Budget Update

CY18 Town Report Summary

Treasurer's Report

CY18 Trust Report

Disbursement of Funds

Fund Re-balancing

Chairman's Report

Renovation Warrant Article

Whitney Room

Restoration Update

Library Director Performance Review

Old Business

Traffic Flow on Library Road (Common Road)

New Business

May Meeting Date

Public Comment

Adjournment

Next Meeting March 13th

Minutes

The meeting was called to order at 7:32pm.

Acceptance of Minutes from January 9th Meeting

Maureen moved to accept the minutes of January 9; Barbie seconded the motion. Minutes were accepted (6-0).

Director's Report

- Library statistics are consistent within the 12 month average.
- The Friends of Randall Library will be meeting in 2 weeks to discuss how to fund the blinds for the newly-restored rooms upstairs. Plans for a new clock have not yet been finalized.
- The library may go over budget for electricity use, however funds are available to meet the cost. Arnie Epstein & Mike Duclos of Sustainable Stow are investigating the cause of the increase.
- Air Quality: The Director will be seeking medical advice as to what substances should be tested for, in order for the library to be in compliance with OSHA standards. These recommendations will be passed on to the Building Department.
- The library's annual summary of activities will be submitted for the Town Report on Friday. The board found it very impressive. Laura moved to accept the report for submission to the town; Kathy seconded, and the board voted unanimously to accept the report (6-0).

Treasurer's Report

- Tim shared the CY18 Trust Report for submission to the town. We spent \$25,000 from the trust. The decrease in value reflects the drop in the stock market. Barbie suggested some clarifying wording in the titles, then moved to accept the report with these changes. Maureen seconded the motion; the treasurer's report was accepted unanimously (6-0).
- The Director needs an additional \$6,000 to spend on books and other library materials between now and the end of June, in order to comply with the state mandate to qualify for state aid and state certification. The board discussed payments for databases and other materials. Ideally, a commitment in December from Hale High School Fund to cover the cost of reference databases would be very helpful for planning and budgeting purposes. Currently that runs about \$7-8,000. Laura will contact the other members of the Hale Fund regarding an April meeting.
- Maureen moved to disburse \$10,000 from the Randall Trust to the library to buy books and other library materials; Kathy seconded the motion. The motion passed unanimously (6-0). The monies will be taken from Fidelity Cash Reserves to maintain the current ratio.

Chairman's Report

- Warrant article on library renovation: the article asks for \$40,000 for design work. Tim will be meeting with the Finance Committee on February 26th and with the Capital Planning Committee on February 28th; members of the board are encouraged to attend. Tim will also detail the efforts made to date to optimize the building, and will present the further costs that would be incurred if there is no renovation: new HVAC, air quality remediation, new elevator, redo of the handicap ramp and entrance, etc.
- Whitney Room: the Board discussed the display cases in light of the Town Hall renovation, where space is being made for the Historical Society. Discussion is ongoing about the best way for the library to present the history of Stow, especially to interest and involve children. The board hopes to have a discussion with the Historical Commission and Historical Society about the collection and its presentation.
- Restoration: Melissa is getting quotes on a picture railing, the final item in the restoration.
- Library Director performance review: the Library Director is doing an exemplary job in staff development, hiring, collection development, programs and building management, making the library a warm and inviting place. The board expressed its appreciation for all that Melissa has accomplished.

Old Business

Laura spoke with the Stow Police about speeding on Common Road and emailed the Selectmen about the issue, who will take it up at their next meeting. Tim thought a speed bump would be very helpful.

New Business

The May meeting would fall on the Wednesday of Town Meeting week, so the board decided to move its meeting to May 15th following the election. This will allow newly-elected trustees to participate. Kathy suggested moving the meeting time to 7pm. It was agreed that this would be a good idea.

Adjournment

Laura moved that the meeting be adjourned; Carol seconded the motion. The motion passed 6-0. The meeting adjourned at 8:55pm.

Respectfully submitted,
Laura Reiner