

## Trustees Minutes

May 13, 2014

A regular meeting of the Trustees of the Public Library was held on Tuesday, May 13, 2014 at 7:30 p.m. at the Main Library. Those present were:

Axelrod	Healy	Lohe	Moran
Burstein	Jones	Margolis	Vanderkay
Goldman	Livingston	Mehta	

Also present: C. Flaherty, Library Director and A. Reed, Assistant Library Director.

### **I. Election of Officers**

**M** G. Jones, as Senior Trustee, opened the meeting. The Nominating Committee presented its slate, starting with the nomination of M. Burstein for Chair. A motion to close the nominations was seconded and passed unanimously. A motion was then made and seconded to elect M. Burstein Chair, which passed unanimously. M. Burstein then began to preside over the meeting. J. Margolis was then nominated for the position of Vice Chair. A motion to close the nominations was seconded and passed unanimously. A motion to elect J. Margolis Vice Chair was seconded and passed with 8 in favor and 1 present. C. Lohe was then nominated for the position of Treasurer. A motion to close the nominations was seconded and passed unanimously. A motion to elect C. Lohe Treasurer was seconded and passed unanimously. J. Vanderkay was then nominated for the position of Secretary. A motion to close the nominations was seconded and passed unanimously. The Chair then asked the Trustees to decide which committees they would like to serve on and to let him know as soon as possible.

### **II. Approval of Minutes**

**M** It was moved to accept the minutes of the April 8, 2014 Board meeting. This motion was seconded and passed unanimously. A motion to accept the minutes of the Special Meeting held on May 6, 2014 was seconded and passed unanimously. A motion was then made to accept the minutes of the Special Meeting held on January 30, 2014. This motion was seconded and passed unanimously.

### **III. Library Director's Report**

**Annual Motions:** Moved that the Board authorize, pursuant to Chapter 41 Section 56 and Chapter 78 Section 11 M.G.L., the Town Librarian and, in his absence, the Assistant Town Librarian to approve all bills, drafts, orders and payrolls chargeable to the respective appropriations of which we have responsibility for same, except for any charges relating to the repair or renovation of a library facility, which is coordinated through the Building Commission. Such approval shall be given only after an examination to determine that such charges are correct and that the goods, materials or services charged for were ordered and that such goods and materials were delivered and that the services were actually rendered to or for the Town as the case may be. This motion was seconded and passed unanimously. A motion to use trust funds to pay for Mass Library Trustee Association dues for those Trustees so wishing was seconded and passed unanimously. It was moved to continue to meet the second Tuesday each month at 7:30 p.m. This motion was seconded and passed unanimously.

**Circulation:** Circulation of library materials decreased 10.21% in April over last year's levels. For the fiscal year, circulation has decreased 4.87%. The Board questioned whether the gates by the front doors could give more meaningful numbers for attendance.

**Financial:** A financial report for FY14 dated May 9, 2014 showing an ending balance of \$452,435 was distributed to the Board. The majority of the balance remaining in the line item for books has been spent.

**Sperber Bench:** In mid-April, a staff member noticed that something did not look quite right with the Sperber Bench outside of the Children's Room. One of the two bolts that secure the two children seated on the bench, had been removed and the other bolt loosened. The Director filed a police report and is working with the Park Department to find a way to more fully secure the bench.

**Main Roof Replacement:** The Director met with the contractor and Building Department staff to review the roof replacement project and plan logistics. The project will begin on or about June 13 and last for approximately three weeks. The three roofs in the front of the building will be done. Scaffolding will be erected in front of both front entrances, and the garage stairs, to provide overhead protection. Both entrances, one at a time, will have to be closed for some period of time. A dumpster will be placed in the driveway, but vehicles should be able to get by. The project will be noisy and unpleasant, but the library will remain open throughout.

**Garage Project:** The chain link fence between the Main Library and Town Hall has been removed. The final phase of the Town Hall garage project will start when schools close. The driveway behind the library will be excavated and unavailable throughout the summer. A plywood ramp will be constructed to allow deliveries to get to the loading dock. This project will create real challenges.

**Putterham:** Work should begin within a few weeks on the landscape improvements at the Putterham Branch Library, which were approved at the special meeting on May 6.

**Override Study Committee:** The Override Study Committee would like to see library fines increased. The Director urged the Board to consider the impact this could have on low income families. This decision will be up to the Board of Trustees.

**Mini Golf:** More than 120 adults attended Saturday night and almost an equal number of young family members turned out Sunday morning at this year's library mini-golf event. It was the first visit to the library for many, and the Director is pleased the even was a success.

**Coolidge Corner:** Other than a few final touches, including the arrival of P. Sharaga's desk, the renovation of the Children's Room at Coolidge Corner is complete. Painters worked Easter Sunday. Movers emptied the space of books and shelving on Patriots Day. Carpet was installed Tuesday and Wednesday. Shelving was installed Thursday and Friday. The books were returned to the new shelves on Saturday and the room reopened to the public Sunday, April 27. By working on the holiday weekend, the room was only closed to the public for five days. The banners for the roof are being fabricated and should be installed fairly soon.

**Vacancies:** As the Director reported at last month's meeting, he thinks it is appropriate that the new Director decide how to handle the vacancy created by the retirement of Cindy Battis, who was a Librarian IV. For now, he has split the responsibilities in two and has appointed Anne Clark to the position of Supervisor of Reference Services, Librarian III, and Colin Wilkins to the position of Collection Development Librarian, also a Librarian III. Both of these appointments are temporary. Batia Bloomenthal has been appointed to a Librarian I position, in the Reference Department. Maddalena Ranieri has been appointed to a Library Assistant II position at the Coolidge Corner Branch and Sally Rubinstein has been appointed to a Library Assistant III position at the Putterham Branch. All five of the above appointments were promotions from within. Unfortunately, Priscilla Consodine will be out for several more weeks with a medical issue.

**Patriot Act:** The library has not been served with any court orders since the last meeting.

**IV. Committee Reports**

**Succession Planning:** K. Livingston gave a report from the Screening Committee on filling the position of Library Director.

**M Farewell:** The Board discussed plans for bidding farewell to the current Library Director. It was moved and seconded to spend up to \$5,000. This motion was seconded and passed unanimously.

**V. Adjourn**

**M** There being no further business to come before the meeting, upon motion duly made and seconded, it was unanimous.

Voted: To adjourn at 9:50 p.m.

A true record.

ATTEST

Judith A. Vanderkay

Secretary