



Library Trustees Meeting minutes

February 22, 2016

Attendees

Lisa Kane/Chairwoman, Joanne Geneva/Secretary (voting members)

Betsy Rajotte/Library Director, Shannon Duffy/Youth Services Librarian (non-voting attendees)

Call to Order

3:30pm

Agenda

The January 2016 minutes were reviewed and were unanimously approved.

Report of the Youth Services Librarian

Professional Development:

Mind in the Making : is designed for library professionals to understand and promote the Seven Essential Life Skills that can help children and adults thrive (4 session seminar)

Webinar: Books Build Better Brains: How Promoting Literacy Is Key to Early Brain and Child Development

Children's Services

Past Programs and Attendance Numbers:

In January we had 10 children's programs with a total of 70 people in attendance.

Upcoming Programs:



Storytime Sessions: (four week sessions)

Drop-in Baby Storytime: Tuesdays at 10:30 March 8, 15, 22, 29 (ages 6-24 mos.)

Toddler Storytimes: Wednesdays at 10:30 on March 9, 18, 23, 30 (ages 2-3 yrs.)

Preschool Storytime: Fridays at 10:30 on March 4, 11, 18, (no storytime on 25) April 1st (ages 3-5 yrs.)

Other Storytimes:

Once Upon A Storytime: Friday, Feb. 26th at 4 PM (ages 4 and up)

Seusstastic Storytime : Wednesday, March 2nd at 10:30 AM (ages 1-5)

It's good to be Green Storytime : Monday, March 14th at 10:30 AM (ages 1-5)

Other Events:

Stuffed Animal Sleepover: Wednesday, February 24th – 25th, accompanying storytime wed @ 4PM. Open to children of all ages and no registration required.

Afternoon @ the Movies: Showing Disney/Pixar's The Good Dinosaur on Friday March 11th at Noon.

Deb Hudgins Music and Movement: Dr. Seuss' Birthday Celebration: Monday, March 21st at 10:30 AM

Apple Tree Arts 5 week session to begin in April. There will be two sessions (baby & toddler) - Registration opens March 14 @ 10:00am for Sutton residents and opens March 16 for all others

Lego Club Meetings:

Tuesday, February 23rd at 4pm

Tuesday, March 8th at 4PM

Teen Services

Past Programs and Attendance Numbers:

In January, we had 2 teen programs with a total of 19 people in attendance.

Upcoming Programs:

Teen Advisory Meeting: Wed., March 2nd at 3 pm

Geek Club Meeting: Wed., March 9th at 3 pm. We will be discussing *We Are All Made of Molecules* by Susin Nielsen

Babysitter's Training Course coming up in April (must register in person - \$35.00 charge - Limited to 15 people)

Summer Reading: This year's theme is "Sports & Fitness" tying in with the Summer Olympics.

Director's Report ~ February 2016

Meetings attended:

Jan. 15: C/WMARS Executive Committee @ C/WMARS in Worcester

Jan. 28: Long Range Plan Committee- here

Jan. 29: MLA Conference Committee @ MLS in Marlboro

Feb. 2: Town of Sutton Department Heads - Town Hall

Feb. 2: OPM Selection Committee - Town Hall

Feb. 5: C/WMARS Executive Committee – conference call due to snow

Feb 7: OPM Presentations



Feb. 11: Library Building Needs with OPM selection committee - Town Hall (We have a verbal agreement with our top candidate at this time.)

Feb. 12- Friends of the Library- here

Adult programs:

Coloring is going well, with a few people this month. Writing group is going very well. We've had them start earlier at 6pm which seems to be working out better for them. Book groups are going well. Entrepreneur greenhouse (krosslink) is off to a great start. We are adding a camera club meet-up (Hilltop Camera Club) to our monthly rotation- they will be the 4th Thursday night. Lots of stand-alone programs for adults over the next few months too- gardening, stone walls, digital cameras (April Brown will run a 2 week workshop in spring; then another longer workshop will take place in the summer, still lifes (almost fully funded by Cultural Council Grant - only \$139.76 will come out of Library funds), chickens. All programs are advertised on the website, on facebook and in the newsletter as well as on the message boards in the library.

Friends:

The Friends are purchasing a new mat for the entryway and a new anti-fatigue mat for behind the desk.

They aren't having a book sale with the garden club this year, instead opting just to do a book sale with the art festival on June 4th. The group is already actively planning for the Art Festival. They have the church booked as a back-up plan in case of rain. Discussion took place concerning food vendors for the event. The local Knight's of Columbus Council will be contacted about the possibility of providing food for this event because they already have permits from the Board of Health.

Staff:

No changes, nothing to report.

LBNC:

We are working on the contract with the OPM firm that was chosen by the selection committee. Next step, the OPM will help us get a designer on board.

Long Range Plan:

First meeting was highly productive. We have a survey out to the public until the end of the month. We have about 40 responses so far. (Survey monkey subscription expires early March). The staff will be receiving a survey geared toward them this week.

Budget: ready to submit budget for upcoming fiscal year to Fin/Com on March 16.

Old/New Business

The new Library Card Policy was approved with an amendment regarding applications generated at the school.

Sutton Free Public Library

Library Card Policy

Your library card is your key to numerous resources and services offered at the Sutton Free Public Library, at any C/WMARS library, or via online library resources.



Library cards are free to any Massachusetts residents. There may be a charge for out-of-state residents. Picture identification and verification of address are required. In most cases cards are issued on the spot and may be used immediately. Library cards are not transferable. The user is responsible for all materials checked out on his or her card. If a card is lost or stolen, it should be reported to the Library immediately.

All applicants are required to obtain their physical library card in person.

A patron wishing to check-out materials must have a valid C/WMARS library card.

Patrons will be asked to present their library card to check out materials or access library services.

Items will not be checked out on a patron's card unless that patron is present.

Exceptions are as follows

HOLDS: when initiated by an in-person request, a patron may pick up a requested item for a spouse or family member.

MATERIALS FOR CHILDREN: Parents may use the library card of a minor child for materials for their child

Adults

A picture ID with full name imprinted on it is to be presented. Accepted forms of picture ID are:

A valid driver's license

Passport

State identification card

School or educational facility identification.

All applicants need proof of address either from the picture ID or via another form such as, but not limited to, a utility bill, lease, or official correspondence with both name and address printed on it.

Children– Ages 5 through 11

Parents or legal guardians may obtain a Sutton Free Public Library card for their child on or after their 5th birthday. The parent or legal guardian must have a library card and be a patron in good standing (i.e. no lost books, excessive overdues, or excessive fines). The child must be present when the library card is issued.

Children- Ages 12-17

Children, ages 12 through 17, who have picture identification including their current address may obtain a library card without the presence of a parent or guardian.

Children, ages 12 through 17, who do not have picture identification must have a parent or guardian with picture identification including their current address be present to obtain a library card.

Student applications from Sutton MS/HS will include a teacher's initials. The school is responsible to verify student information before submitting the applications.

Non-Massachusetts Residents

Individuals who permanently reside out of state, including tourists, and individuals who permanently reside out-of-state but are residing in Massachusetts temporarily, such as college students, foreign exchange students, and migrant workers can receive a Sutton Free Public Library card as long as the proper forms of identification for their permanent address are presented.

Individuals with a temporary address in Massachusetts and/or a Massachusetts place of employment will be asked to include this information when they apply for a library card.



Next meeting dates

- March 21, 2016 @ 3:30
- April 25, 2016 @3:30
- May 23, 2016 @3:30

Long Range Planning Meeting Dates:

- March 3 @6:30pm
- April 7 @6:30pm

Next Meeting Agenda Items

- Director's Report
 - Youth Services Director's Report
 - Old/New Business
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Adjournment

The meeting was adjourned at 4:15 PM

