

Sutton Library Board of Trustees

Minutes for October 20, 2014

**In Attendance:** (non-voting) Betsy Rajotte/Library Director, Amanda Thorton/Youth Services Director

(voting members) Liz Fritz-Keyes/Chairwoman, Lisa Kane/Secretary, Cynthia Rielly /Trustee

- I. Meeting Called to order : 3:30 p.m
- II. Review of Minutes
  - a. September minutes were reviewed and approved. April minutes will be finished by Cynthia
- III. Youth Services Report
  - a. 16 Children's programs with 150 people in attendance.
  - b. Apple Tree Arts for babies and toddlers in session for 5 weeks
  - c. Registration for Nov. and Dec. programs will begin Nov. 3
  - d. Upcoming:
    - i. Winter Wonderland
    - ii. Storytimes-
    - iii. Chess Club
    - iv. Lego Club
  - e. Teen Services
    - i. 3 programs with 6 people in attendance
    - ii. Amanda attended a Teen Summit at the Beechwood funded by the Friends
    - iii. Upcoming programs include Halloween Snacks and Crafts, Geek Club, Teen Advisory Group, Book Page Ornament
    - iv. Thanks to Lisa Shea for donated time and materials
- IV. Directors Report
  - a. There were 7 programs with 43 attendees in September.
  - b. Attended an "Unconference" on marketing at the Cumberland Public Library. This was graciously paid for by the Friends.
  - c. C/WMARS Users Council in Charlton. The Executive Director is retiring in January and they are looking for a replacement. She has been there for a long time so with a new Director we could see some changes in how things are done at C/WMARS.
  - d. Attended a workshop entitled "Only write it once" at the Sudbury Public Library. The premise of this turned out to be that you should maintain a blog and then redistribute your blog content onto your website, facebook, newsletter, etc. Also, I'm thinking about looking into Constant Contact or MailChimp to use as a distribution tool for our online newsletter.
  - e. Waters Farm Days: The weather on Saturday wasn't very good so attendance was low. Sunday was beautiful and our booth was very popular.
  - f. Senior Center Book Group - 2.. We have moved the time to 1:30 pm for future meetings because we were losing some people to yoga class which overlapped book group.
  - g. MBLC Financial Report was submitted
  - h. Computer room is very tidy, and more flexible with new furniture
  - i. New CD display is in place. The previous display went to the Fitchburg Public Library
  - j. The Staff now have shirts, paid for by the Friends. Great for events away from the library!
  - k. Budget is reviewed and in order. State Aid should appear in account in January or February.
- V. New/Old Business
  - a. Planning and Design Grant
    - i. 2 Committed to Building Needs committee. The first meeting is scheduled for October 30<sup>th</sup>, 7 pm

- b. Staff Dinner December 8<sup>th</sup>, 6:30 Calabria
  - c. GOALS
    - i. Setup Building Needs Committee
    - ii. Use Facebook to promote friends, and possibly survey to find a good meeting time.
  - d. Next Meetings tentatively scheduled for November 17<sup>th</sup> at 3:30, and December 15<sup>th</sup>, 3:30.
- VI. Meeting Adjourned at 4:15 pm