Sutton Library Board of Trustees

Minutes for ~~November 17~~ Dec. 15, 2014

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

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

Absent :Cynthia Rielly /Trustee

I. Meeting Called to order : 3:35 p.m

II. Review of Minutes
   a. Lisa had computer issues, so minutes were not prepared. November and December will be reviewed in January

III. Youth Services Report
   a. From November 10 - December 12, 14 children's programs with 167 people in attendance.
   b. Registration for the January and February programs begins Monday, January 5 at 10 AM.
   c. Valentine's Day Music and Movement Program with Deb Hudgins on Monday, February 9 at 10:30 AM (ages 1-5)
   d. Stuffed Animal Sleepover on Wednesday, February 18-Thursday February 19, with a Stuffed Animal Storytime on Wednesday, February 18 at 2 PM (all ages; no registration required).
   e. Storytime Sessions: The Drop-in Baby Storytime Session (6-24 months) will be a three-week session on Tuesdays at 10:30 AM, January 20, January 27 & February 3. The Toddler Storytime Session (ages 2-3) will be a five-week session on Wednesdays at 10:30 AM, January 21, January 28, February 4, February 11 & February 25 (with a snow date of March 4 in case of inclement weather during the session). The Preschool Storytime Session will be a five-week session on Thursdays at 10:30 AM, January 22, January 29, February 5, February 12 & February 26 (with a snow date of March 5 in case of inclement weather during the session).
   f. Storytimes: Jingle Bells Christmas Storytime on Tuesday, December 16 at 10:30 AM (ages 1-5); Holiday Stories & Craft on Thursday, December 18 at 4 PM (ages 4 and up); New Year's Stories & Craft on Tuesday, December 30 at 11 AM (ages 4 and up); Winter Stories & Crafts on Tuesday, January 20 at 4 PM (ages 4 and up); Snuggly Storytime on Friday, January 30 at 10:30 AM (ages 2-5); Valentine's Day Stories & Crafts on Tuesday, February 10 at 4 PM (ages 4 and up); and Polar Bear Storytime on Friday, February 27 at 10:30 AM (ages 3-5).
   g. Chess Club Meetings on Wednesday, December 17, Wednesday, January 21, and Monday, February 9 from 3:30 - 4:30 PM (ages 7 and up)
   h. Lego Club Meetings on Thursday, November 20 at 2 PM, Tuesday, December 2 at 4 PM, Thursday, December 11 at 4 PM, Tuesday, December 23 at 2 PM, Monday, December 29 at 11 AM, Thursday, January 8 at 4 PM, Friday, January 16 at 2 PM, Thursday, January 22 at 4 PM, Tuesday, February 3 at 4 PM, Friday, February 20 at 11 AM, and Thursday, February 26 at 4 PM (ages 5 and up)

IV. Teen Services
   a. I have been meeting with the Youth Services Librarians from Whitinsville, Douglas, and Upton in order to collaborate on a teen comic con event to be held this coming August at the Whitinsville Public Library.
   b. Teen Holiday Tea Party on Saturday, January 3 from 3:30 - 6 PM (ages 12-18). We are ringing in the New Year with a fun holiday tea party hosted by the Teen Advisory Group!
   c. Geek Club Meeting on Wednesday, January 28 at 3 PM, discussing Tales of the Madman Underground by John Barnes (ages 13-18)
   d. Harry Potter Book Night Party on Thursday, February 5 at 4 PM (ages 10-18). Bloomsbury Children's Books has declared February 5th to be Harry Potter Book Night so we are going to celebrate at the library with Harry Potter trivia, crafts, and snacks.
   e. Teen Advisory Group Meeting on Wednesday, February 11 at 3 PM (ages 12-18)

f. Dreamcatcher Craft Program on Wednesday, February 25 at 3 PM (ages 12-18)

V. Directors Report

a. There were 6 programs with 18 attendees in November.
b. Notary Public- Betsy gathering the signatures needed for application. preliminary policy written which Betsy will email you for your review before our next meeting.
c. Flooring quotes: The verbal quote from Nu-England Services was $500. The quote from Matt Burns was $990.
d. The Friends are going to purchase a cash register for the library. It will be set up to differentiate funds and that will streamline our money operations from the envelope system that we use now.
e. The yearbooks have been digitized and are online. A new page was requested for our website from the provider under the 'Reference and Research' tab. Our physical yearbooks will be returned on Dec. 18.
f. The Jan/Feb newsletter is online and back from the printers.
g. The pay rate for the pages is going up to $9./hr as of 1/1/15 with the increase of minimum wage. This was not built into this year's budget. It will additionally increase to $10./hr as of 1/1/16. I have built this cost into next year's budget. We need to discuss the rate increase in light of the jumps, and the impact on other employees

Looking ahead:

Writing Group is set to start in January. Dates have been scheduled thus far for January and February.

We're trying some 'Monday Morning Movies' on the last Monday morning in January and February. We've moved the television into the back room and we'll set up theatre-style seating. The Friends are going to buy a popcorn machine.

Holiday closings: Open 10-2 on 12/24. Closed 12/25. Open 10-2 on 12/31. Closed 1/1. Closed 1/19 for MLK Jr. Day.

Food for Fines in February- this was in the newsletter and will be publicized.

VI. New/Old Business

a. Museum and Exam proctor policies were reviewed. Approval tabled until next meeting
b. Budgets were reviewed, and all appears to be in order
c. Planning and Design Grant-The needs committee will begin visiting other libraries to see new projects. Betsy made survey posters with input from the committee. They were displayed at the Simonian Center, the First Congregational Church, and the Library during Chain of Lights. The one at the Simonian Center remained up for a week through Breakfast with Santa. One is going to the Senior Center for a while.
d. The next step is a longer survey, both online and in paper form.
e. The account for the Building and Design Grant is now set up. The $11,000 from State Aid is showing but the $14,000 from the Holbrook Account won't show until the end of the month. (Supplementary paperwork is provided to show transmittal of funds.)
f. Next Meetings tentatively scheduled for January 26th, 3:30, and February 23rd, 3:30.

VII. Meeting Adjourned at 4:15