

Sutton Library Board of Trustees

Minutes for July 14, 2014

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

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

- I. Meeting Called to order : 3:30 p.m
- II. Review of Minutes
 - a. May: not available –will be reviewed in August
 - b. Minutes from June: Reviewed and approved
- III. Election of new Chairwoman and Secretary
 - a. Lisa Kane was nominated and elected as secretary
 - b. Liz Fritz-Keyes was nominated and elected as Chairwoman
 - c. Cynthia Reilly will remain as at-large member
- IV. Youth Services Report
 - a. Summer Reading continues to grow with 261 children and 83 teens registered so far. There was an increase of 30 teens over last year.
 - b. 326 people attended Summer Library Programs in the last week of June and to July 14th.
 - c. The teen babysitting course was a great success, and there is a waiting list for the next course due to popular demand.
 - d. There are many upcoming events and activities, which are listed on the website, and in the newsletter.
- V. Directors Report
 - a. Betsy attended a workshop about the Planning and Design Grant on 6/24. It was very informative. We should consider using State Aid and the Holbrook Trust to support accepting the grant, but also continue to fundraise to support the grant.
 - b. New library cards with keytags were received. They look very nice. Patrons who received the cards without matching keytags were mailed the keytags.
 - c. ARIS report opened 7/1 and a report is due 8/22/14. Betsy is confident that she has kept the necessary statistics and that completing the report will be straightforward.
 - d. There were 379 adult participants in programs at the library, due to the nature of the programs, there is very little cost to running them (e.g. knitting club, book clubs, etc.)
 - e. The collection is down 2000 items due to “aggressive weeding” . This is helping to keep the shelves looking tidy.
 - f. Reviewed Circulation report-The circulation of library items was 65,139 for FY2014, representing a 6000 item increase over FY2013.
 - g. Reviewed FY2014 State Aid- Utilizing a vendor for printing the Newsletter was a good expense, and will be utilized in the future. Appears to be balanced with all expenses in order
 - h. Reviewed Gift Fund-All expenses in order and balanced.
- VI. New/Old Business
 - a. Trust Funds
 - i. Liz Fritz-Keyes contacted Laura Caruso, who pointed her to Tim Harrison, Town Accountant for additional information regarding the Trusts. If necessary, the library may request an intern to do some research at the Worcester County Registrar.
 - b. Planning and Design Grant
 - i. In order to expedite the grant process, and begin the contract process, the library could utilize existing funds from the State Aid Account (current balance-19 K, utilize 14K) and

the interest from the Holbrook trust (11K) to inform the MBLC that we have the matching funds. We would continue to fundraise to support the grant, and lessen the impact on the State Aid account. Betsy will draft a letter for review. At Town Meeting, the library board asked to apply for and accept the grant, and is not requesting Town funds to match the grant, so it isn't necessary to go back to the town to accept the grant. Town officials will have an opportunity to review and sign the grant contracts.

- ii. Members of a Planning Needs Committee need to be invited to join. It should include a Board Member, and a Select Board Member, as well as Community Members.
 - c. Liz Fritz-Keyes contacted the Friends. Hopefully, a meeting will be planned for August. Cynthia Reilly will pass along her fundraising ideas.
 - d. GOALS
 - i. Continue to find out information on the various grants
 - ii. Trustees will request to attend the August 19th Board of Selectmen's Meeting to discuss our progress. Liz Fritz-Keyes will contact the clerk to be put on the Agenda
 - e. Next Meetings tentatively scheduled for August 18th at 3:30 and September 22nd at 3:30.
- VII. Meeting Adjourned at 4:15

