

Sutton Library Board of Trustees

Minutes for February 23, 2015

**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. November 2014 and December 2014 minutes were reviewed and approved
- III. Youth Services Report
  - a. Past Programs and Attendance Numbers: From December 16 - January 26, we had 16 children's programs with 120 people in attendance. From January 27 - February 20, we had we had 13 children's programs with 79 people in attendance.
  - b. Davis Bates and Roger Tincknell submitted and received a Local Cultural Council grant on behalf of the library. They will perform our kick-off summer reading concert on the Common on Tuesday, June 30 at 6 PM. The LCC grant will cover \$450 and we will pay the remaining balance of \$150.
  - c. Target sent us a letter explaining that they are no longer going to offer Early Childhood Reading grants (which we received last fall) but to show their support for our family programming they gave us an additional \$1,000. This grant comes from Target Corporation.
  - d. Kat and Shannon did a wonderful job running the Stuffed Animal Sleepover on Wednesday, February 18. They made a great video with the stuffed animals which can be accessed via the library's Facebook page.
  - e. Registration for the March, April, and May programs begins Monday, March 9 at 10 AM. Registration for the Apple Tree Arts Music Sessions will be open to Sutton residents only from Monday, April 6 at 10 AM - Tuesday, April 7. If there are spots remaining, registration will be open to everyone on Wednesday, April 8 at 10 AM.
- IV. Upcoming Programs:
  - a. Welcome, Spring! Music and Movement Program with Deb Hudgins on Monday, April 13 at 10:30 AM (ages 1-5). Funded by an Early Childhood Reading Grant from Target.
  - b. Family Movie Screening of Annie on Tuesday, April 21 at 2 PM (all ages). Popcorn will be provided courtesy of the Friends of the Sutton Public Library.
  - c. Magic Show: Ed Popielarczyk's Magical Moments on Wednesday, April 22 at 11 AM at the Sutton Senior Center (all ages). Funded by an Early Childhood Reading Grant from Target.
  - d. Lord of the Rings Party on Thursday, May 14 at 3:30 PM (ages 10-18). The party will include trivia, games, crafts, and snacks, and attendees are encouraged to come dressed as their favorite character. Snacks and beverages will be provided courtesy of the Friends of the Sutton Public Library.
  - e. Apple Tree Arts Music Sessions with Miss Jan. There will be a Baby and a Toddler session and each session will last for four weeks. Registration will be open to Sutton residents only from Monday, April 6 at 10 AM - Tuesday, April 7. If there are spots remaining, registration will be open to everyone on Wednesday, April 8 at 10 AM. The Baby Session (ages birth-24 months) will be on Tuesdays at 10 AM, April 28, May 5, May 12 & May 19. The Toddler Session (ages 2-3) will be on Wednesdays at 10 AM, April 29, May 6, May 13 & May 20.
  - f. Storytime Sessions: The January/February storytime sessions are wrapping up this month and we will have new sessions starting next month. The Drop-in Baby Storytime Session (6-24 months) will be a four-week session on Tuesdays at 10:30 AM, March 24, March 31, April 7 & April 14. The Toddler Storytime Session (ages 2-3) will be a four-week session on Wednesdays at 10:30 AM, March 25, April 1, April 8 & April 15. The March/April Preschool Storytime Session will be a four-week session on Fridays at 10:30 AM, March 27, April 3, April 10 & April 17. The May

Preschool Storytime Session will be a three-week session on Mondays at 10:30 AM, May 4, May 11 & May 18.

- g. Storytimes: Polar Bear Storytime on Friday, February 27 at 10:30 AM (ages 3-5); St. Patrick's Day Storytime on Friday, March 13 at 10:30 AM (ages 3 and up); Spring Has Sprung Storytime on Tuesday, March 31 at 4 PM (ages 4 and up); Poetry Storytime on Thursday, April 16 at 4 PM (ages 3 and up); May Day Storytime on Friday, May 1 at 2 PM (ages 3 and up) & Pajama Storytime on Tuesday, May 19 at 6:30 PM (ages 2-5)
  - h. Lego Club Meetings on Thursday, February 26 at 4 PM; Friday, March 13 at 2 PM; Tuesday, March 24 at 4 PM; Tuesday, April 7 at 4 PM; Thursday, April 23 at 11 AM; Tuesday, May 5 at 4 PM & Thursday, May 21 at 4 PM (ages 5 and up)
- V. Teen Services
- a. From December 16 - January 26, we had 1 teen program with 9 people in attendance. This was the Teen Holiday Tea Party on January 3, which went very well. Everyone seemed to really enjoy themselves, and Shannon went above and beyond decorating for the party and planning fun games for everyone to play. From January 27 - February 20, we had 3 teen programs with 17 people in attendance.
  - b. Upcoming teen and tween programs: Dreamcatcher Craft Program on Wednesday, February 25 at 3 PM (ages 12-18). Geek Club Meeting on Wednesday, April 1 at 3 PM, discussing *The Maze Runner* by James Dashner (ages 13-18). Teen Advisory Group Meeting on Wednesday, April 15 at 3 PM (ages 12-18). Cherry Blossom Tea Party on Saturday, April 18 from 1-3 PM (ages 12-18). Teens will have the opportunity to hang out with friends, make a kanji dream stone, and enjoy some special treats. Snacks and beverages will be provided courtesy of the Friends of the Sutton Public Library.
  - c. Lord of the Rings Party on Thursday, May 14 at 3:30 PM (ages 10-18). The party will include trivia, games, crafts, and snacks, and attendees are encouraged to come dressed as their favorite character. Snacks and beverages will be provided courtesy of the Friends of the Sutton Public Library. Registration opens March 9 at 10 AM.

VI. Directors Report

- a. 1/9/15 Friends meeting- nice group, gathered momentum. Upcoming projects: book sale, art fair, wine/beer tasting, gift cards. 1/12/15 Senior Center Book Group- 3 plus me. Some of the regulars are away for the winter. 1/14/15 and 1/16/15 Picked up a card catalog, a display table, and several bookcases from the Shrewsbury Public Library. We've done some rearranging and are very happy with the results. The card catalog is going to be altered and used for the seed lending library.
- b. Miscellaneous:
  - i. Notary Public- My application has been mailed. We can go over the preliminary policy that I emailed you and make changes now and vote on it next month. Betsy to be sworn in.
  - ii. Flooring quotes The verbal quote from Nu-England Services was \$500. The quote from Matt Burns was \$990.
  - iii. The Friends bought us a cash register. We're still getting used to it but we love it. The Friends also bought us a popcorn machine.
  - iv. Writing Group started in January. There were two people. We're hoping it will pick up steam.
- c. Looking ahead:
  - i. Food for Fines in February- this was in the newsletter and will be publicized.
  - ii. Book Expo America May 27-29
  - iii. Staff development/Summer Prep Day- June 15
- d. Library Building Needs Committee: One of the survey posters is going to the Senior Center for a while. The next step is a longer survey, both online and in paper form. One visit was completed with all of the snow.
- e. February-Blind Date with a Book was very well received
- f. Betsy attended workshop in Auburn for long range/strategic planning. On Feb 6, Betsy attended the Library legislative breakfast with Ryan Fattman and an aid to Rep. McKenna
- g. Feb. Friends meeting was well attended. Several fundraisers are in the works.
- h. Summer reading will be 6/22-8/14 Incentives, etc ordered and paid

- i. Lego camp is booked for July 13-17 we will charge a small fee on top of camp fee. Min 8 max 16. May add a second week. Sutton Residents first.
- j. We would like to hire interns again for summer.
- k. No mini-golf this year

	Adult Programs	Number of Participants
July	3	20
August	3	22
September	7	43
October	7	31
November	6	18
December	7	14
January	8	19

VII. New/Old Business

- a. Museum and Exam proctor policies were reviewed and approved 3-0
- b. Budgets were reviewed, and all appears to be in order
- c. Planning and Design Grant-see above. Grant funds are in the account.
- d. Art Festival-planning goes well. Inviting food trucks, they will pull necessary permits
- e. Snow and Ice policy was reviewed.
- f. Next Meetings tentatively scheduled for March 23<sup>rd</sup>, 3:30, April 27<sup>th</sup>, 3:30 and May 18<sup>th</sup>, 3:30.

VIII. Meeting Adjourned at 4:45