

# Library Trustees Meeting minutes June 22, 2015

## Attendees

---

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

Betsy Rajotte/Library Director, Amanda Thornton/Youth Services Director (non-voting attendees)

## Call to Order

3:30pm

## Agenda

---

### **Review of Minutes**

- May 2015 minutes reviewed and approved

### **Election of Officers**

- Lisa Kane elected Chairwoman
- Joanne Geneva elected Secretary

### **Youth Services Director's report**

- *Past Programs & attendance* - from May 19 - June 22 we had 5 programs with 58 in attendance
- *Upcoming Programs:* there are many summer programs scheduled including concerts, storytimes, crafts, family movies, Superhero Training Academy, Music and Movement, Theater workshops, Hampstead Stage Company Greek Mythology performance, Super Hero Sciencetellers Show, Pout-Pout Palooza, Robots on the Run Workshop, Magic Show, Super Cold Science show and Lego Club meetings. (For details of each event see Youth Services report)



- *Teen Services* - Teen Advisory Group ran face-painting & Tie-dye booth at Arts Festival; upcoming programs include Superhero Training Academy, Theater Workshop, Greek Mythology performance, Spiderman Paint night, Robots on the Run Workshop, Blackstone Valley Teen Comic Con, Roaring Twenties Murder Mystery Soiree and Super Cold Science Show.
- *Summer Reading Program* - begins June 22 with the theme "Every Hero Has a Story"; prize donations have been received from many local businesses; Amanda visited the local schools on June 16 to promote the program; anyone registered by July 1 will be entered into a drawing for 2 passes to the New England Aquarium or a Family-Four Pack of Day passes to Storyland; every Monday Betsy or Amanda will visit the Summer Care Program at the school to read and do a craft or activity.

### **Director's Report**

- *Fail Fast and Prosper conference recap* - one day program by MLS with 2 keynote addresses
- *Library Building Needs Committee update* - Committee has decided to contract with Mary Braney as the consultant to write the building program and to move forward with the next steps in the program. She has accepted but the contract is not signed as of this date.
- *Friends of Library meeting recap* - 9 friends in attendance, first gift card fundraiser made \$170, next gift card fundraiser set for August; they are selling tickets for July 27th dinner at the Publick House; planning in progress for wine tasting fundraiser; they are putting together a binder for our museum pass information.
- *Staff Development Day report* - all staff in attendance; summer reading bags stuffed; played games and had lunch courtesy of Friends Group; Time Management presentation by Anna Pope from MLS; staff received water bottle gifts
- *Floor install* - problems included cement too slow to dry because of rain; tiles from two different dye lots do not match, currently awaiting replacements, should be quick finish once the new tiles come in.
- *CW/MARS users Council Meeting* - Betsy elected to serve on the Executive Committee for CW/MARS
- *Summer interns update* - one intern has started and will work through July 17; the other intern will start in mid-July and work through the end of August; both are paid by stipend.
- *Senior Tax work-off volunteer* - to help with light cleaning; no start date set as of this meeting
- *Projects & Programs update* - (Pam)Seed library is being promoted and improved, may have speaker in the fall on this topic; (Ali)Crafternoons is a Wednesday afternoon drop in during summer, projects are more in-depth than weekly crafts and are suitable for kids, teens and adults; (Neetha)Krosslink entrepreneur incubator program introduced at MLA is a work in progress for Sutton, currently running successfully in Westboro and Shrewsbury libraries; (Shannon) clean out of craft cupboards is part of ongoing efforts to get meeting room in shape, cleaning and organizing of director's office is also progressing; plans are in place to organize/categorize the Local History Collection. Gravestone Girls adult program scheduled for July 23; no book groups meetings are scheduled for July.
- *Staff evaluations* - in progress
- *Past Programs & attendance* - from May 19 - June 22 we had 5 programs with 58 in attendance



## **Old/New Business**

### **Budget:**

- Betsy requested a vacation time roll-over of 12.5 which was approved
- discussion of problem related to a payroll error made by the Director, involving the Youth Service's Director's check coming out of the incorrect account resulting in 4 to 5 hours of staff time being cut this month to compensate for overages.
- Unibank Grant arrived
- Grant Spending - Betsy put in for first two payments from state for mileage for site visits to area libraries
- We now have to do monthly reports to MBLC
- It was reported that the Sutton Garden Club is not allowed to let the Town Library use it's passes to Tower Hill so \$150 was spent to purchase passes to Tower Hill for the Library to have for patron use.
- The Lions donated a Davis Farmland discount pass
- The Library still has \$7350.88 left to spend for this fiscal year
- Summer programs have already been paid for in full

### **Art Festival:**

- Cindy Riley, chairperson, reports that attendance was good
- next year we need to have better signage and advertising
- discussion about issues resulting from duplicating crafts and food offerings; changes will be made next year to help insure that this does not occur in the future

### **Building Needs Committee:**

- Meetings are Thursday evenings at 7pm; Trustees will try to have at least one member at each meeting

### **Director's Evaluation:**

- should have been done in January 2015
- contract up for renewal in January 2016
- discussion to possibly change the Director's evaluation date to annually in May as there is a changeover in some Trustees every June making it harder to accurately and thoroughly complete the evaluation process during the June.
- We met in executive session to combine scores for the Director's evaluation but discovered that the evaluation process should take place in Open Meeting. We then immediately put the Director's Evaluation report on the agenda for the July meeting.



## Next meeting dates

---

- July 20, 2015 @ 3:30 pm
- August 24, 2015 @ 3:30 pm

## Next Meeting Agenda Items

---

- Director's Report
- Youth Services Director's Report
- director's Evaluation
- Old/New Business

## Adjournment

---

The meeting was officially adjourned at 4:30pm

