

# Library Trustees Meeting minutes July 20, 2015

## Attendees

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

Betsy Rajotte/Library Director, Amanda Thornton/Youth Services Director, Maureen Roberts/Friends of the Library (non-voting attendees)

## Call to Order/Location

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3:35 pm ~ Meeting Room 1-A Sutton Town Hall

## Agenda

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### **Review of previous minutes**

Minutes of the June 22, 2015 Trustees meeting were submitted by Joanne Geneva, Secretary, reviewed and unanimously approved by the members of the Board.

### **Report of the Friends of the Sutton Public Library**

*by Maureen Roberts*

- We currently have 11 active members who attend meetings, oversee fundraisers and plan programs.
- The Art Fair on the Common made a total of \$1727.00 in profits through a raffle, tie-dye table, craft tables and book sale.
- There is an ongoing monthly Script Card fundraiser in progress. The first month of sales netted \$2950.00 in orders for a profit of \$170. The next order is due on August 14. Order



forms are available at the Circulation Desk in the Library. There is an approximate one week turnaround for ordered cards to arrive.

- The three gardens at the library entrance are paid for, planted and maintained by the Friends group.
- The Library Staff Day luncheon on June 15, 2015 was paid for by the Friends.
- The Friends purchased iTunes gift cards to be used as Summer program prizes.
- The Friends paid for the replacement library carpet sweeper
- The Friends are currently planning a Wine Tasting event as a fundraising in early 2016. The venue will most probably be in the Manchaug Mills Building.
- The Friends Group meets on Friday mornings and new members are always welcome. It was noted that people are welcome to join even if they can not regularly attend morning meetings. Dates and times of the Friends Group meetings are posted on the website.

## Youth Services Director's Report

~submitted by Amanda Thornton

### **A. Children's Programs**

- a. Past Programs & attendance numbers
  - i. from June 22 through July 20 we had 13 children's programs with 354 people in attendance
  - ii. The children's summer reading program (Every Hero Has a Story) is going very well We currently have 296 children registered for the program, so have already surpassed last summer's registration total of 281. The program will run until August 14. There is still time for more registrations. We are hoping to reach 300 registered participants!
  - iii. Every Monday morning this summer Amanda has visited the Summer Care Program at the Elementary School to read books and do a craft with the kids (2 age groups). It has been nice to get to know some new kids who do not regularly frequent the library.

### **b. Upcoming Programs**

- i. **Storytimes: Heroes Storytimes** on Wednesday, July 22 at 10:30 AM with a special guest Sutton Police Officer as the special guest and on Wednesday, August 5 at 10:30 AM featuring another special guest (ages 3 & up); **Back to School Storytime** on Tuesday August 25 at 10:30 AM (also ages 3 & up)
- ii. **Crafts: Make Your Own Superhero Gear** on Friday August 7 at 11 AM (ages 4 & up) **Crafternoons** every Wednesday afternoon June 24 through August 12 from 1 to 5 PM (all ages welcome) All will be planning and running this program series. It is a drop in program so no pre-registration is required. So far it is drawing great crowds.
- iii. **Family Movie Screenings: The Incredibles** on Tuesday, August 11 at 2 PM (copyright: Walt Disney Pictures). Popcorn will be provided courtesy of the Friends of the Sutton Public Library.
- iv. **Music and Movement Programs with Deb Hudgins: Summer Fun** on Tuesday, July 21 at 11 AM and **Down on the Farm** on Thursday, August 20 at 10:30 AM (ages 1 - 5). These programs are funded by an Early Childhood Reading Grant from Target.
- v. **"If You Were a Hero..." Children's Theater Workshops** on Thursday, July 23: 1-2:15 PM (ages 5-7); 2:30-3:00 PM (ages 3-5); 3:30 - 5:00 PM (ages 8 -10).



- Funded by an Early Childhood Reading Grant from Target.
- vii. **Pout-Pout-Palooza** on Thursday, July 30 at 11:00 AM (ages 3 and up). The Pout-Pout Fish costume rental fee is funded by an Early Childhood Grant from Target. On Friday, July 31 the Summer Care field trip to the library will include meeting Pout-Pout Fish.
  - viii. **Robots on the Run Workshop with the Rhode Island Computer Museum** on Wednesday, August 5 from 2:00 to 4:00 PM (ages 10 to 18). Funded by a donation from UniBank.
  - ix. **Super You! hero Training Academy Magic Show with Mike Bent** on Friday, August 14 at 6:00 PM (all ages; outside on the Common). Funded by a donation from UniBank.
  - x. **Super-Cold Science with the Museum of Science** on Friday, August 28 at 2:00 PM (recommended for kids and teens ages 6-18, as well as adults; 3rd floor Town Hall Meeting Room). Partially funded by a Museum of Science Traveling Program Scholarship.
  - xi. **Lego Club Meetings** on Wednesday, July 29 at 4:00 PM; Monday, August 10 at 1:00 PM and Thursday, August 27 at 11:00 AM.

### c. Teen Programs

The Teen summer reading program (Unmask) is also going very well. We currently have 68 teens registered. We are under last year's numbers but are hoping more join as the summer progresses.

Upcoming Teen & Tween programs:

- i. **Robots on the Run Workshop with the Rhode Island Computer Museum** on Wednesday, August 5 from 2:00 to 4:00 PM (ages 10 to 18). Funded by a donation from UniBank.
- ii. **Blackstone Valley Teen Comic Con** on Thursday, August 13 from 5 to 7 PM (ages 13 - 18; Whitinsville Social Library, 17 Church St., Whitinsville, MA).
- iii. **Roaring Twenties Murder Mystery Soiree** on Saturday, August 22 from 4 to 6 PM (ages 13 and up). Open to adults too. Written by our library page Kat Keown.
- iv. **Super-Cold Science with the Museum of Science** on Friday, August 28 at 2:00 PM (recommended for kids and teens ages 6-18, as well as adults; 3rd floor Town Hall Meeting Room). Partially funded by a Museum of Science Traveling Program Scholarship.

### Director's Report ~ July 2015

submitted by Betsy Rajotte

- A. Summer reading sign-ups are high; we will surpass last year's numbers.



statistics) which is due mid-August.

- E. **Interns:**
  - a. Jacob is done for the summer. He was truly a joy to have with us for the past few weeks. Brittany started 7/20 and will be with us through the end of the summer.
- F. **Staff:**
  - a. Miss Amanda, our Youth Services Director, has given her notice with an effective last day of September 4, 2015. I have placed the job notice online on the MBLC job site, on the town's website, on the Library website, and it will run in the Millbury Sutton Chronicle and sister papers for three weeks. The ads will also run online. (A suggestion was made to send a posting to the Simmons College career center.)
- G. **Paint Nite:**
  - a. went well and included a mix of ages - kids through adults
  - b. planning a "Dr. Who" theme for the next paint nite sometime in the Fall (a suggestion was made to have advance samples of the completed painting options on display in the library to help advertise the event.
- H. **Library Building Needs Committee update:**
  - a. On 7/9 the LBNC met with the Board of Trustees for their monthly meeting and participated in a workshop with Mary Braney. (Two additional focus group meetings will take place - one for the public on July 22 at 7 PM and the other for The Friends Group on July 24 at 1 PM. Invitations were sent to various groups, committees and boards in town including the Board of Selectmen whose members each received personal invitations.
  - b. One more trip to other libraries is scheduled for July 21 to visit three more newly constructed libraries, Millis, Westwood and Walpole. The Director, members of the Board of Trustees and members of the LBNC are expected to attend. This visit will wrap up the site visits phase of planning.
  - c. The next step is to work on the Request for Qualifications (RFQ) for the Owner's Project Manager (OPM). This will be completed by mid-August then we will hire an OPM who will work on hiring an Architect to do renderings for a new building. This process must be completed by the end of June 2016.
- I. **Circulation**
  - a. Circulation was up in June and it is projected to be up in July as well. This is a good end to a down fiscal year. The FY 2014 total circulation was 65,130 and FY 2015 total is 60,419. This drop of approximately 5,000 items could easily be attributed to the nasty winter weather.
  - b. eBook numbers are not included in the circulation totals. (The Director will check on these stats and will send an email to the Board with those totals.)
- J. **Budget**
  - a. Final FY 2015 totals will not be available from Tim Harrison until he finalizes the close out in mid-September.
  - b. Design Grant - nothing spent during the past month
  - c. State Aid - \$6960.60 remains
  - d. Gift Account - FY 2015 - \$4121.18 remains and will carry over to the next fiscal year.



Youth Services - some events are planned for fall and will appear in the newsletter such as Story Times etc. and will be covered by other staff until a new Youth Service Director is hired to replace Amanda. The new hire will hopefully be starting before school visits take place in mid to late September so that Betsy can introduce the new hire during these visits. A request was made for Amanda to leave a binder of contacts and programs for the new hire.

## Old Business

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### Director's Evaluation

- a. a copy was submitted to Jim Smith, Town Administrator, and one was given to Betsy
- b. The total evaluation number is a hair shy of a 4 which is a great evaluation. Our thanks to Betsy for all she has done and continues to do - Great job!

## New Business

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**A. Report from the Friends of the Library** - moved to beginning of the meeting to accommodate the schedule of the member of the Friends Group who came to give the report.

### **Library Closing Dates for the remainder of the calendar year:**

9/5 & 9/7 - Labor Day

9/12 - to allow for all staff to attend Amanda's wedding

10/12 - Columbus Day

11/11 - Veteran's Day

11/26 - Thanksgiving

12/24 - closing at 2pm - Christmas Eve

12/25 - Christmas

12/31 - closing at 2pm - New Year's Eve

1/1/16 - New Year's Day



## Next Meeting

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August 24, 2015 at 3:30pm

September 21 2015 at 3:30 pm

## Next Meeting Agenda Items

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## Adjournment

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a motion to adjourn was made, seconded and unanimously approved at 4:15pm

