

Library Trustees

Meeting minutes

August 24, 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 members)

Call to Order/Location

3:30 pm ~ Meeting Room 1-A Sutton Town Hall

Agenda

Review of previous minutes

Minutes of the July 20, 2015 Trustees meeting were submitted by Joanne Geneva, Secretary, reviewed and unanimously approved by the members of the Board.

Youth Services Report for July 2015

submitted by Amanda Thornton

Children's Services:

1. Past Programs and Attendance Numbers
 - a. From July 21 through August 24 we had 18 children's programs with 336 people in attendance

- b. The Children's Summer Reading Program (Every Hero Has a Story) was a success. We had 306 children registered for the program this year, with a reading total of 244,171 minutes.
2. Upcoming Programs
 - a. Back to School Storytime
 - b. Lego Club
 - c. Super Cold Science with the Museum of Science

Teen Services

1. Past Programs and attendance numbers
 - a. From July 21 through August 24 we had 3 teen programs with 53 people in attendance.
 - b. The 1920's Murder Mystery on August 22 had 13 teens & adults in attendance and was a huge success. Kat and Shannon did a wonderful job of writing the mystery then organizing and running the program.
 - c. The teen summer reading program (Unmask) went very well. We had 78 teens registered this summer, with a reading total of 146,744 minutes.

Director's Report ~ July 2015

submitted by Betsy Rajotte

The final summer reading numbers were strong: 306 children, 147 adults and 78 teens.

I've got a full slate of adult programs planned for the fall including the addition of board game nights and an adult coloring group.

I'm working on a grant application to a family foundation. I'm asking for money to support children's programming. If we get the grant we would see the money early next calendar year.

The ARIS report is done and submitted. I'm working on the annual Financial Report for the MBLC now, it's due October 9.

I attended C/WMARS Executive Committee meeting on 7/24, MLA Conference Committee meeting on 7/31, and the department heads meeting on August 11.

The Friends purchased new computers for the public. Chris (the tech guy) set them up for us.

Interns:

Brittany is done on Friday, August 28. She's been great to have with us.

Staff:

I've been interviewing candidates for the Youth Services position. I hope to make an offer and have it accepted by August 28th so that we can get the paperwork done and have someone in place when Amanda is done.

LBNC:

Met on 8/13 for their monthly meeting.

Focus groups were held for the public on July 22. Focus groups with the Friends of the Library and the staff were held on July 24. All staff also filled out a questionnaire that Mary had. Mary will hold a final focus

group with the teens on September 9 after school. She is nearly done tweaking the Needs Assessment and has started working on filling out the area descriptions for the Building Program.

The building program should be finished in the next few weeks and we will be putting out an RFP for an OPM (Owner's Project Manager) then.

A nice sized contingent visited Walpole, Westwood and Millis libraries on 7/21.

The Building Needs Assessment will be completed then presented to the Selectmen at their October meeting.

Other:

A Mass Humanities Grant was approved for a 6 week Family Program on Saturdays for ages 6 to 10 and their caregivers. The Friends Group will provide healthy snacks for participants.

There are two College Planning Workshops in the works for this fall.

A local Family Foundation approached the library to offer an application for a VERY generous grant. That application is now in process.

We are not doing Apple Tree Arts this fall due to a lack of funds.

Some reports are now available on the Library web site.

Finances:

The Year to Date budget report still has CWMars numbers in the wrong line. Tim Harrison is aware of the error and will correct it.

The entire current year's maintenance budget has already been spent on flooring.

The current balance in the Gift Fund is \$1483.88 and there are \$250 in deposits.

All summer programs are paid. The interns are paid. Jacob was paid out of State Aid funds.

The current remaining balance in the State Aid account is \$5320.89.

Old/New Business

September

1. The Friends Group is still doing their Gift Card sales as an on-going fundraiser.
2. An update was given on the Library's presence on social media.

Upcoming Meeting Dates

September 21, 2015 at 3:30 pm

October 19, 2015 at 3:30 pm

November 23, 2015 at 3:30 pm

December 14, 2015 at 3:30 pm (tentative)

Next Meeting Agenda Items

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Adjournment

a motion to adjourn was made, seconded and unanimously approved at 4:10 pm