

Library Trustees

Meeting minutes

September 21, 2015

Attendees

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

Betsy Rajotte/Library Director, Shannon Duffy/Youth Services Director (non-voting members)

Call to Order/Location

3:33 pm ~ Meeting Room 1-A Sutton Town Hall

Agenda

Review of previous minutes

Minutes of the ~~July 20~~^{August 24,} 2015 Trustees meeting were submitted by Joanne Geneva, Secretary, reviewed and unanimously approved by the members of the Board.

Youth Services Report for August 2015

submitted by Shannon Duffy

Children's Services

1. Past Programs and Attendance Numbers:

- August 24 – September 21, we had 7 children's programs with 78 people in attendance.

New adult programs: we've had some interest but low attendance the first month, possibly because they were wrapped around Labor Day weekend.

Projects:

I'm working on a proposal to the Superintendent for a summer reading committee. The Trustees wholeheartedly supported this proposal.

I'm almost done with our Financial Report to the MBLC. That is due October 9.

I'm working on a grant application to a local Family Foundation.

Staff: Shannon Duffy is our new Youth Services Librarian. She's been working in the position since the beginning of September which afforded her a few days of close training with Amanda. Shannon has graciously been covering most of her old hours (evenings, nights, weekends) until we get someone new in place.

Application period for the Library Technician job closed on September 16. I have interviews in place this week and hope to make an offer and have someone in place by the end of the month. We've had some tight schedule times while we've been short a staff member and I'd like to propose that we add a pool of 2-3 substitute library techs who we could call upon in such a time.

LBNC:

September 9: Mary Braney held the last focus group with the teens. She had a nice turnout and got some valuable feedback from them.

The Committee met on 9/10. Mary has a significant draft of the needs assessment and the area designations done (you should have received those in an email from me last week). The committee is reviewing those now and coming up with questions. We anticipate having the final draft next month to present to you and the Selectmen. The RFP for the OPM is almost ready to go out also.

Old/New Business

1. Library closings for the remainder of the year include: Columbus Day, Monday October 12; Veteran's Day, Wednesday, November 11; opening 10 - 2 on Wednesday November 25; Thanksgiving Day, Thursday November 26; opening 10-2 Christmas Eve December 24; Christmas Day, Friday, December 25; Saturday, December 26; opening 10-2 New Year's Eve Thursday, December 31; New Year's Day, January 1, 2016. There was discussion about possibly remaining closed on Saturday, January 2 but the Board voted unanimously to have the library open on that date.

1. Upcoming Programs:

- Storytimes: **Baby Drop-in Storytimes** (6 - 24mos.) , **Toddler Storytime** (2-3 yrs.), and **Preschool Storytime** (3-5 yrs) began this week. Each storytime is part of a six week session. **Fall Storytime** (4yrs and up) will take place on September 24th at 4pm.
- **Lego Club Meetings** on Wednesday, September 23 at 4pm, and Friday, October 9th at 2pm
- **Magnus Chase Book Release Party** on Tuesday, October 6th at 4pm. We will be celebrating the launch of Rick Riordan newest series! We'll have games, prizes, and snacks. Everyone who registers will get a copy of the new book too. Limit of 20 attendees ages 8 - 18.
- **Fall Storytime and Hayride at Whitter Farm** on Friday, October 9th at 10:30am, where we will we'll read stories, take a hayride and pick pumpkins! Originally limited to 30 but there is so much interest that the limit was increased to 50.

Teen Services

1. Past Program and Attendance Numbers:

- We had 8 teens attend the teen focus group held on Wednesday, September 9.

1. Upcoming Programs:

- **Understanding the College Admission Process: A Workshop for Students and Parents** is being held on September 22 at 6:30 pm. Students and parents will learn how to find the best match and fit in today's college admission landscape with strategies to maximize high school to college success.
- **College Application and Essay Workshop** is being held on September 29th. Michele Hearn, MEd, CAS is a national college and career expert, licensed guidance counselor, ModernGuild Career Coach, and member of the New England Association for College Admission Counseling and National Academic Advising Association. She will be discussing what colleges are looking for in the application essay and more at this interactive workshop designed to help you complete your college applications, wherever you are in the process!
- **Geek Club** is reading Cinder and creating homopolar motors on September 30th.
- **Teen Movie** is showing Avengers: Age of Ultron on October 9 at 11am.
- **Teen Advisory Group** in meeting on October 14th at 3pm and immediately after will be making **Dr. Who T-Shirts** at 3:30!

Director's Report ~ August 2015

submitted by Betsy Rajotte

September 1: I submitted our FY16 Action Plan to the MBLC. We are required to submit an action plan each year. It consists of goals, objectives, and actions pulled from our Long Range Plan. Our current Long Range Plan only extends through this current fiscal year. We will have to form a committee early next calendar year and undergo the Long Range Plan process. The Long range plan will potentially include updating all

3. The Board reviewed the Citizen Request for Reconsideration of Library materials form submitted by Betsy. It was decided to remove the question about reading the library's Collection Development Policy until such time as a new policy is written and approved.
4. The Board requested information concerning a contract for the Youth Services director. Betsy offered to check with other towns to get copies of their contracts for us to review.
5. The Friends of the Library Group is planning to have an Art Fair on the common in 2016. The date is set for June 4. They are still in the planning stages for a wine tasting. Their Gift Card fundraiser is ongoing.

Upcoming Meeting Dates

October 19, 2015 at 3:30 pm

November 23, 2015 at 3:30 pm

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

Next Meeting Agenda Items

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Adjournment

A motion to adjourn was made, seconded and unanimously approved at 4:12 pm.