



# Library Trustees Meeting minutes

April 25, 2016

## Attendees

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

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

## Call to Order

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3:30pm

## Agenda

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The March 2016 minutes were reviewed and unanimously approved with one amendment which is to add that the library will be closed on Saturday 5/28/16 as well as Monday 5/30/16 for the Memorial Day holiday weekend.

### **Youth Services Report**

Professional Development:

**Webinar:** 5 Ways to Supercharge Your STEAM Program With littleBits  
(acquired with the Osterman Family foundation Grant)



### Past Programs and Attendance Numbers:

For March, we had 17 children's programs with a total of 115 people in attendance.

### Upcoming Programs:

#### **Apple Tree Arts Sessions:**

**Baby Session:** Thursdays at 10am April 28 and May 5 & 12 (ages birth – 24 months)

**Toddler Sessions:** Fridays at 10am April 29, and May 6 & 13 (ages 2-4 yrs.)

Both programs require advanced registration. Shannon reported that all sessions for both age groups are already filled.)

#### **Other Storytimes:**

**Karaoke Storytime:** Tuesday April 26<sup>th</sup> at 10:30 AM (ages 1-5)

**Starlight Storytime:** Thursday April 28<sup>th</sup> at 6:30 PM (ages 3 and up)

**Common Sense Storytime:** Friday May 20<sup>th</sup> at 4 PM (ages 4 and up)

**Mother Goose Storytime:** Tuesday May 24<sup>th</sup> at 10:30 AM (Ages 1-5)

#### **Other Events:**

**Star Wars Day Drop in Craft (suncatcher):** Wednesday, May 4<sup>th</sup>. All Day.

**Storytime at the Bank:** Storytime at new UniBank Location (next to Market 32) two Mondays a month at 10:30 AM. Next two, May 9<sup>th</sup> and 23<sup>rd</sup>.

**Deb Hudgins Music and Movement:** Monday, May 16<sup>th</sup> @ 10:30 AM (Ages 1-5)

#### **Lego Club Meetings:**

Tuesday, May 10<sup>th</sup> at 4PM

Thursday, May 26<sup>th</sup> at 4PM

#### **Tween/Teen Services**

### Past Programs and Attendance Numbers:

In March, we had 2 teen programs with a total of 10 people in attendance.

### Upcoming Programs:

**String Art Craft:** Wed., April 27<sup>th</sup> at 3PM

**Trials of Apollo release party:** Tuesday, May 3<sup>rd</sup> at 4PM

**Geek Club Meeting:** Wednesday, May 4<sup>th</sup> at 3PM. Book to be discussed:



The Unlikely Hero of Room 13b.

**Sewn Circuits (tinkercraft):** Wednesday, May 11<sup>th</sup> at 3PM

**Teen Advisory Meeting:** Wednesday, May 25<sup>th</sup> at 3PM

## **Director's Report**

### **Meetings attended:**

3/24/16 School summer reading meeting at the district office.

3/25/16 Construction Grant Round Information session at the Boyden Library, Foxboro. Our OPM Neil Joyce also attended.

4/1/16 C/WMARS Executive committee- conference call

4/5/16 Dept. Heads meeting- TH. This was also student government day and we had a visitor from the community service class for 2 hours.

4/7/16 Long Range Plan committee, here

4/7/16 Designer Selection committee, TH

4/12/16 Director's Roundtable- Sturbridge

4/15/16 Friends of the Library, here

### **Adult programs:**

We had a great month for adult programs. The camera class was a huge success and April would like to do more. We had nice turnouts for both the chicken program and the stone wall speaker. The Krosslink programs are averaging 8 to 10 people in attendance. The March numbers of attendees for programs are big.

There was discussion about April Brown (photographer who did the camera class) wanting to teach classes using the library space and charging the attendees. The library has charged fees for programs in the past so the members of the board felt that it would be possible to enter into discussion with April Brown about her sessions.

### **Friends:**

They are progressing nicely with their art festival/book sale and wine tasting



plans.

**Staff:**

No changes, nothing to report.

Interns: I've started interviewing and will have a decision by the end of next week (May 6)

**Misc:**

Staff Day- June 6- I have booked a presentation by MLS on the Commonwealth Collections for the morning portion. I've ordered and received this year's t-shirts and gifts.

We received \$2500. from UniBank for summer reading programs.

MLA is coming up in May. I'm going for 2.5 days, Ali and Shannon are coming for Tuesday. Joanne is coming for Tuesday and Wednesday. Reimburse Joanne-meals? I've decided to step down from conference committee after this year's conference. I feel that going into the construction grant round I don't have the time to dedicate to it and that I should focus what available time I will have on the C/WMARS Executive Committee.

PC security- we had a question about installing software on the public PCs. I had investigated putting a program called Clean Slate on them last year when we bought them and the price was \$125/yr for the 3. Clean Slate essentially resets the computer to a preset status every time it's rebooted- erasing any downloaded/saved files. The Board members agreed with the decision to install the Clean Slate software.

Website upgrade- we talked about this a few months ago and decided to proceed with it to make our website responsive to different platforms- particularly mobile. We've received the first draft from the developer and responded with the changes we want made. We're waiting on the second draft.

Clean the carpeting and tile? I had a reminder call from the carpet cleaning company. It's probably been 18 months since we had the carpet and tile cleaned. It was about \$800 last time I think. It was decided to have to carpets cleaned in the fall. Betsy will check on the cost of cleaning just the



story time rug.

Cost of Event Keeper software use is going up significantly, approximately \$200 per year. Most libraries use it as it is still the most affordable choice out there. Both Betsy and Shannon report needing it to record event registrations and statistics.

### **LBNC:**

The Designer Selection sub-committee met on 4/7 to make a short list of candidates from the pool of packets received in response to the RFQ. They are scheduled to do interviews with the 4 short-listed candidates on this Thursday, 4/28 from 5-9.

The designer is the architect who will do our site studies and drawings for the proposed new building. They will also do public relations for us.

A professional Fundraising company will come to the next Trustees meeting to present a plan for our consideration.

### **Long Range Plan:**

The Long Range plan has been completed and approved by the Long Range plan committee. It is submitted for your approval at this meeting.

Discussion ensued about comments and suggestions made in the survey sent to patrons, to use the library of a nearby town rather than spend money to build our own library. Betsy explained that municipalities are not required to allow patrons from surrounding towns to have borrowing privileges. It was also brought up that the School Library does have a relationship with our Town Library. The school piggybacks on the town library to use local and CWMARS resources for students and faculty.

The Long Range Plan was voted on and unanimously approved as written. It will now be sent to the MBLC.

March circulation was strong, up more than 500 items over last year.



Betsy reported that the budget is healthy.

## New/Old Business

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Betsy's Evaluation - changed annually to May meeting

## Next meeting dates

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- May 23, 2016 @3:30
- June 20, 2016 @3:30

## Next Meeting Agenda Items

- Director's Report
  - Youth Services Director's Report
  - Old/New Business
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## Adjournment

The meeting was adjourned at 4:28PM

