

LIBRARY TRUSTEES' MEETING

August 11, 2009

PRESENT

Martha Breen, Sally Gilman, Joan Fardella, Alison Baker, Andrew Richmond

Martha Breen called the meeting to order at 4:02 PM.

MINUTES

On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees voted unanimously accepted the minutes of the June 16, 2009 meeting as written.

TREASURER'S REPORT

Ms. Baker reported the balances of the Trustees' accounts were as follows: \$30,557.59 in the checking account, \$4,925.46 in the Marois Account, \$10,000.00 in the Certificate of Deposit, and \$1,563.70 in the Brock Trust Fund Interest account for a total of \$47,046.75.

Ms. Baker presented 5 bills for consideration:

- National Grid to pay for the recent upgrades: \$1,417.34
- NE Aquarium Pass: \$ 625.00
- Isabella Stewart Gardner Museum Pass \$ 175.00
- Museum of Science Pass \$ 600.00
- Ford Flowers \$ 75.45

On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees voted unanimously to pay \$2,892.79 in bills.

Ms. Baker reported that the annual distribution to beneficiary from the Brock Trust had been received for a total of \$1,527.24. On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees voted unanimously to deposit the full sum into the existing Brock account.

Ms. Baker distributed a copy of the Expenditure Report for July reporting that the library budget is continuing on target.

OLD BUSINESS

The first order of Old Business was the discussion of Library Goals. Mrs. Breen distributed a list of four principles to serve as the basis for developing specific goals. After some discussion and additions, the Trustees agreed to use these principles. A discussion of Budgetary and Non-budgetary goals ensued. The Trustees directed Ms. Baker and Mr. Richmond to prepare goals for review at the next trustee meeting. The Trustees plan to have these general goals set by the end of October.

The second order of Old Business was an update on staffing. Ms. Baker reported that the new Assistant Reference Librarian has been on staff 6 weeks and is working out very well. She reported that the temporary part time cleaners, filling in for the Night Custodian out on sick leave, are working out well. Due to the long absence on sick leave of Paula Weaver, a page was added to help deal with the work load.

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NEW BUSINESS

The first order of New Business was the annual reaffirmation of the Investment Policy for the Board of Trustees. The Trustees reviewed the Investment Policy and on a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees voted unanimously to reaffirm the Investment Policy for another year as of August 11, 2009.

The second order of New Business was the 2010 budget. Copies of the proposed Trustee Budget for the Kelley Library were distributed and reviewed in detail. The Trustees will review the budget a second time before submission in September.

The plan for the roofing project in 2010, which would be a warrant article, was discussed. Ms. Baker distributed the latest report from John Brennan who is preparing the specs for the project. Ms. Baker and Mr. Richmond informed the Trustees of a meeting with Bill Scott at Town Hall about CIP projects. Ms. Baker and Mr. Richmond were directed to add the roof project to the town CIP database per recommendation from Mr. Scott.

Ms. Baker presented some suggestions of purchases for consideration by the Trustees. She talked about the need for receipt printers to replace the Gaylord system now being used to create date due information for patrons. The Gaylord system is so outdated that it can't be serviced and the 2 machines are very old. The total cost would be under \$1600 for 4 printers.

Ms. Baker presented three bids for a new phone system ranging in cost from \$2500 to \$9000. The Trustees discussed the need based on the fact that the current system has no voice mail and is so old that finding parts (phones) and repair is becoming a problem. Mrs. Breen asked that Ms. Baker publish the RFP for the phones in the newspaper for further bids.

DIRECTOR'S REPORT

Ms. Baker reported that statistics were very positive, with the Adult Department having the highest circulation ever with a total of 18882 items circulating in that department. She also provided the first full month's statistics based on the CybraryN system. 2142 logins were recorded for July, a big jump from previous records. The stand up computers usage had never been tallied, and those 4 computers alone were almost 1000 logins. This month will provide the baseline for the future. The patron count system was installed 3 weeks previous and there had been 9,014 visits in that time.

Ms. Baker reviewed the great success of the summer reading programs, in particular those that were new offerings by the children's department. Of particular success were some based on popular children's book series. Ms. Baker recommended that the Trustees take a look at the Flickr page which had a variety of pictures of the events.

Mr. Richmond followed up with his report about the successful programming in place and planned for the coming months.

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TRUSTEE MATTERS

There were no Trustee matters.

DATE AND TIME OF NEXT MEETING

The next meeting was set for September 3, 2009 at 4:00 PM at the library.

On a motion by Mrs. Gilman, seconded by Mrs. Fardella, the Trustees voted unanimously to adjourn the meeting at 5:55 PM.