DEPT./BOARD: Library Board of Trustees

DATE: October 10, 2019

TIME: 7:00 pm

PLACE: Library – Director’s Office, Second Floor

AGENDA*

Call to Order

Review of Minutes

Citizens’ Time

Trustee Reports

Policy Review

Director’s Report

New Business

Old Business

Adjournment

*Agenda is subject to change.
MEMBERS PRESENT: Phil Gallagher, Robert Neufeld, Kevin Sheehan, Ram Voruganti, Adam Woodbury

MEMBERS ABSENT: Hiral Gandhi

OTHERS PRESENT: Michael Wick – Library Director; Alison Varrell – Recording Clerk

CALL TO ORDER: The meeting was called to order at 7:00pm.

REVIEW OF MINUTES: The Minutes from September 23, 2019 were reviewed.

Discussion followed.

MOTION: Motion to accept September 23, 2019 Minutes as amended: Rob Neufeld
Second: Ram Voruganti
Motion carried: 4-0-1

CITIZEN’S TIME: None

TRUSTEE REPORTS: Adam shared the Friends’ report that was sent to the Trustees. The Volunteer Tea will be held on Saturday, October 12. The Friends are looking to start up a finance committee to handle the funds from the generous donation that was received last month. There was conversation and discussion about the Sunday Science Programming being discontinued and what might replace it. The Friends were very appreciative of the Trustee who made a donation to the raffle.

Rob reported that Cyber Security/ISAC (Information Systems Advisory Committee) is going to create a permanent committee instead of a temporary one. The committee is currently identifying points of weakness throughout the Town and finding out about the testing of backups, etc.

POLICY REVIEW: The Trustees reviewed the Volunteer Policy. Discussion followed. No changes were recommended.

MOTION: Motion to accept Volunteer Policy as presented: Phil Gallagher
Second: Rob Neufeld
Discussion followed regarding pagination.
Motion carried: 5-0-0

The Trustees reviewed the Local History Policy. Discussion followed. No changes were recommended.
MOTION: Motion to accept Local History Policy as presented: Phil Gallagher
Second: Ram Voruganti
Discussion followed regarding pagination.
Motion carried: 5-0-0

DIRECTOR’S REPORT:

Mike reported the latest warrants to the Trustees. The Board is aware that warrants #T13/20 and #T14/20 were processed from August 31, 2019 – September 20, 2019 for standard Library business. Warrant #T13/20 was processed for Occupancy from August 31, 2019 – September 20, 2019.

Mike reported upcoming events. The Volunteer Appreciation Brunch, mentioned previously in the Friends’ Report, will be held on Saturday, October 12 from 10am-12pm in the McIntire Room. The Friends Book Sale will take place from November 1-3 with book collection days taking place on October 20 from 1:15pm-4:30pm and October 21 from 1:30pm-4:30pm.

It was reported that the MVLC will be voting on an automatic renewals policy and has provided a memo to their membership and governing boards explaining the service. This policy will be “opt-in” due to its impact on fines revenue. Mike is recommending that the Library opt in in light of the recent decision to establish a fine-free policy. It is anticipated that most libraries in the MVLC will opt in to this policy. Discussion followed.

Rob asked whom he could speak to at the MVLC about security concerns. Mike stated that if Rob has a list of questions that he would like answered, he would be happy to forward it on to them for a response.

Mike stated that there has been a shipping delay in receiving the Reading Castle that will be part of Jackson’s Reading Nook in the Children’s Area. The anticipated ship date is mid-November. The Walsh family has been notified.

The Library staff attended this year’s Diwali Celebration on the Common, providing information about Library programs and services in addition to providing a craft for children in attendance.

Mike shared that Joanna Trout, Assistant to the Children’s Librarian, is leaving her position and moving to the Ukraine. She worked for the Library for 14 years and has been an excellent addition to the library as well as a cornerstone of the staff. Mike has a job posting underway for
Joanna’s position. The Senior Library Technician position was just recently posted on October 9.

The Trustees reviewed the Library’s Budget Expenditures and Balance sheet provided by Mike. Discussion followed re: clarification and explanation.

NEW BUSINESS: None

OLD BUSINESS: Adam asked Mike about how the reglazing went in the bathrooms. Mike explained that the Saniglaze was placed on the tiles and looks great. He invited the Trustees to take a look at the difference before leaving. Adam asked if there are any plans to do more in other areas. Mike stated that if the Trustees were interested, he would have the Saniglaze done before painting because the paint gets scuffed near the baseboard when the rough up the tiles before applying the glaze. Ram asked about the responsibility of the Town for the cost and expense of the upkeep with the Library’s facility. Mike explained that the Town is taking on the big-ticket items and that he will ask the Trustees to cover other, lesser expensive improvements. Discussion followed.

Discussion was held about marketing the Library’s improvements, programs, etc. to the public. Ram asked about the lighting of the flag out front. Mike explained that it is being looked into. Facilities may pick up the cost of that but Mike will come to the Trustees for that if that does not work out.

MOTION: Motion to adjourn: Phil Gallagher
Second: Ram Voruganti
Motion carried: 5-0-0

ADJOURNMENT: The meeting was adjourned at 7:44pm.