

**BOARD OF LIBRARY TRUSTEES
MEETING OF MAY 4, 2010**

A meeting of the Board of Library Trustees was held at Southworth Library on May 4, 2010. Mr. Couto called the meeting to order at 6:13 p.m. with all members present.

BOARD MEMBERS

Andrew Couto, Chairman
Paul Pereira, Vice Chairman
Kathryn Murphy Aisenberg

Chuck Bichsel
Rachel Charrier
Lorraine Carey

STAFF

Jennifer Inglis, Director of Libraries

Audrey Quail, Administrative Clerk

Approval of Minutes. A motion was made Mr. Pereira, seconded by Ms. Aisenberg, and unanimously voted to approve as submitted the minutes of the annual meeting of April 13, 2010.

A motion was made by Ms. Aisenberg, seconded by Mr. Pereira, and unanimously voted to approve as submitted the minutes of the regular meeting of April 13, 2010. Mr. Couto repeated his admonition regarding the Open Meeting Law: exchange of information via email is appropriate; however, anything that would require deliberation, an opinion, or a response is prohibited.

Report of the Financial Secretary for the month of April, 2010. As we draw near to the end of the fiscal year, we are also nearing the end of our FY 2010 appropriation. We have already exhausted the materials line item for the year and are tapping other expendable accounts for those items we need to order. There was concern regarding the line item for the Director's salary. That money will be taken from the manpower account until July 1, 2010.

On the subject of the Interim Director, Mr. Couto noted that he and Ms. Aisenberg had spoken to the Executive Administrator requesting permission to pay Ms. Tansey a prorated vacation/severance benefit as she has worked 81.6 percent without a vacation. A motion was made by Ms. Aisenberg, seconded by Mr. Pereira, and unanimously voted to compensate Ms. Tansey at a prorated 81.6 percent of her weekly salary for four weeks.

Director's Report for the month of March, 2010. Ms. Inglis reported that she had been warmly welcomed by staff with a lovely bouquet, a card, and snacks on my first day, and the Interim Director and the Administrative Clerk were helpful in guiding her through Dartmouth procedures.

Our Head Custodian is recuperating from back surgery, and our Cleaner is working some overtime hours so that he is available to open and close the building. These overtime hours are not being charged to our budget. However, the Cleaner then began his first week of three vacation weeks he must use before July 1. Executive

**BOARD OF LIBRARY TRUSTEES
MEETING OF MAY 4, 2010**

Administrator David Cressman was contacted and provided us with coverage by the Town Hall custodial staff. There were a few wrinkles at first, but all seems to be working well.

Ms. Inglis has immediate concerns is in the use of the auditorium and the meeting room. There have been numerous phone calls in the past days where folks want to use the room. Ms Inglis said it would be helpful to have an online and print application form. This way the rules of use (and the rules for who may use the room) are clearly delineated, and we will have the date and time of the request, which can be then reviewed and entered in the calendar. Currently Ms. Inglis has a series of messages from people on scrap bits of paper. Ms. Inglis could draft the new form quickly and would ask the Trustees to approve the language and format. The Trustees referred Ms. Inglis to a more updated version of the meeting room use policy for her review.

Ms. Inglis attended the recent MLA Conference and spoke to various exhibitors including a furniture vendor, two authors for programming, and various materials jobbers. There will be a staff meeting this Thursday to elicit ideas for programming, displays, public service standards, etc. Staff has also been asked to fill out a survey that asks their favorite (and least favorite) things about the library, what they think we do well, and what one thing they think would improve services for the Dartmouth community. Ms. Inglis was heartened to see that staff thinks there are lots of great things about the library!

Some of the things Ms. Inglis would like to begin working toward include: revamping children's programming for the fall; buying and promoting ebook readers (Nook and Sony Readers over Amazon's proprietary Kindle), streamlining our collection development procedures, increasing hours at the North Dartmouth branch—especially evenings, starting adult programming, meeting with town department heads and area community groups, and reconfiguring the upstairs to open up the space a bit. She suggested moving the magazine rack to open the space upstairs. She also suggested that space for a small meeting room might be found upstairs.

The Trustees asked Ms. Inglis to work on a draft ebook reader policy in the hopes that we may be able to win grant money for the project. There is not enough time to have these readers ready for the Summer Reading Program this year.

Ms. Inglis then asked for the Trustees' policy regarding the use of State Aid money. The Trustees would seek prior notice for any large purchases. Ms. Aisenberg noted that the Friends stand committed to funding library materials should we need to offset budget cuts in that area.

Report of the Friends of Dartmouth Libraries. Ms. Aisenberg reported that the Friends have once again agreed to provide funding for the Summer Reading Program. They will pay fees for entertainers, as well as movie rights licensing. We will continue last

**BOARD OF LIBRARY TRUSTEES
MEETING OF MAY 4, 2010**

year's concept of providing both the traditional children's aspect and an adult aspect for the program.

Report of the Dartmouth Library Foundation. Mr. Pereira reported that the Foundation has not set a meeting date as they would like to have Ms. Inglis come to their next meeting.

Correspondence

Mr. Couto read the thank you letter to the Board of Trustees from the Interim Director.

Community Park. Ms. Charrier reported that the Community Park Committee is seeking funding from the Community Preservation Committee, State grants, as well as beginning a fundraising campaign. The kickoff for the fundraising aspect has been scheduled for May 24. Fundraising money would be used to sponsor trees, benches, picnic tables, and the like. Some ideas that would involve both library include a reading marathon and a bouncy house at the Summer Reading Party. Any other ideas would be welcomed.

The Trustees would have to surrender a portion of our land in order for the Park Department to be able to apply for grants. The Trustees were concerned that any land we were to surrender would not adversely impact any future plans for expansion. Ms. Charrier noted that the Town Planner had devised a plan that would maintain the space by the elevator for future expansion.

Phase 1 of the project includes access through the rear parking lot entrance of the library parking lot and a parent drop-off area for the Cushman School. Ms. Charrier reported some concern as to whether the School Department would be assigned any of the cost related to the parent drop-off area.

Small Meeting Room. This topic was tabled for the time being to allow us more time for space planning within Southworth Library as a whole. Ms. Inglis noted that there is a safety concern having the access to a meeting room through a children's room.

Statue Revisited. Mr. Bichsel reported that he had contacted Eldred's, Sotheby's, and Skinner for estimates of the value of the Fishermid. Kathy Wang of Skinner responded and came onsite to view the statue. Mr. Bichsel asked for as much information Ms. Wang could provide without assessing any fees. She did offer an estimate of the auction value. Ms. Wang left a contract that would include a 10% commission for Skinner, along with a 1% insurance fee against the actual selling price. The Trustees requested that Mr. Bichsel continue his research. This matter remains under review.

HVAC Proposal. Requests for Proposals are out. Mr. Couto said that he would be happy to be involved in this process.

**BOARD OF LIBRARY TRUSTEES
MEETING OF MAY 4, 2010**

New Business.

Children's Librarian. There is some confusion relating to the understanding that might have been reached between the Libraries and the Finance Committee regarding funding for the position of Children's Librarian. Ms. Inglis cited the need for a vibrant Children's Department and suggested that there may be some innovative staffing alternatives to enhance programming for the department. As a first step, Ms. Inglis will contact Ms. Tansey to seek her understanding regarding the funding of the Children's position.

Vote for Payroll Signatory. Current practice allows Ms. Inglis or Mr. Couto to sign the payroll. There may be times when neither are available. A motion was made by Mr. Pereira, seconded by Ms. Carey, and unanimously voted to appoint Ms. Aisenberg as a signatory in the absence of Ms. Inglis and Mr. Couto, as Ms. Aisenberg is closest to the library and visits often.

The Libraries will be closed on Monday, May 31, for Memorial Day.

Town Meeting is scheduled for Tuesday, June 1.

The next meeting was scheduled for Wednesday, June 2, at 5:00 p.m.

Today's meeting was adjourned at 7:40 p.m.

Respectfully submitted,
Audrey Quail
Administrative Clerk