

**BOARD OF LIBRARY TRUSTEES
MEETING OF JULY 6, 2010**

A meeting of the Board of Library Trustees was held at Southworth Library on July 6, 2010. Mr. Couto called the meeting to order at 5:04 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 by Mr. Pereira, seconded by Ms. Charrier, and unanimously voted to approve as submitted the minutes of the meeting of June 2, 2010.

Report of the Financial Secretary for the month of June, 2010. Ms. Charrier reviewed the report through June 30, which is still incomplete as certain invoices will be received through the July 9, the effective date for the end of FY 2010, with any bill received after July 15 either to be encumbered or held till Town Meeting as a prior year invoice. In answer to why we were returning so much money in our clerical line item, it was explained that we had a staff member who had been out on extended medical leave beyond their accrued sick days. Mr. Pereira asked for final figures when they become available.

Director's Report. There is always late-breaking news that is not included in the Director's Report. This month's is the failure of the air-conditioning system at Southworth. It is a major issue requiring the replacement of the compressor at a cost of ± \$40,000 for new or ± \$21,500 for rebuilt. Trustees were invited to attend Thursday evening's Finance Committee meeting to request an emergency transfer from the reserve fund to cover the cost of the rebuilt compressor.

Ms. Inglis reported that she had met with the Executive Administrator regarding the working conditions at Southworth Library as a result failed air conditioner and extremely high temperatures. An acceptable guideline for determining tolerable working conditions is an upper limit of 80 degrees with 30 percent humidity. Southworth today reached a temperature of 88 degrees and 60 percent humidity. Southworth staff was given the option of moving to the North Dartmouth branch or using their accrued vacation time.

The temperatures are not expected to moderate this week. A motion was made by Mr. Pereira, seconded by Mr. Bichsel, and unanimously voted to close Southworth through the remainder of this week, with a determination to be made on Friday as to whether the building would be opened on Monday of the next week. The live animal program and Thursday's dinner and a movie program will have to be canceled, but all other summer reading programs will be moved to North Dartmouth.

Ms. Inglis also noted that she is concerned about the collection and the dampness in the building. A motion was made by Mr. Pereira, seconded by Ms. Carey, and unanimously voted to authorize the purchase of three dehumidifiers for use on the main floor of Southworth Library.

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Ms. Inglis had included in her written report that she volunteered to be on the committee to determine the disposition of the Gidley School; that security cameras and landscaping should be considered to discourage vandalism to the front of the building at Southworth; 243 people, including 82 adults, have enrolled in this year's summer reading program; and 76 of the 100 newly-purchased CDs are already circulating.

Friends of Dartmouth Libraries. The Friends discussed programming at their last meeting. Ms. Aisenberg suggested to the Friends that they might consider using wine boxes instead of banana boxes for storing book sale items. These boxes would still be sturdy but would be much lighter because of their size. This would enhance their ability to bring in volunteers to move the books. Ms. Aisenberg explained that we have already been working without one of our custodians because of a back injury, and we cannot jeopardize the other.

Dartmouth Library Foundation. There has been no meeting to report.

Correspondence.

Ms. Inglis reported that we had received a letter of appreciation from George McCauley of the New Bedford Training Center, and a letter of appreciation and generous donation in honor of Audrey Quail.

Old Business.

Community Park. Ms. Inglis reported that she has asked Ms. Quail to draft a letter of support for the Park Department to include with its request for funding. The letter will support the project as an "Environmental Justice area," and will include neighborhood impact and impact on library.

Ms. Charrier reported that the Executive Administrator has requested a letter outlining the transfer of land from the Libraries to the Park Department. A motion was made by Mr. Pereira, seconded by Mr. Bichsel, and unanimously voted to transfer the land in question from the Libraries to the Park Department. Ms. Charrier will send a letter to Mr. Cressman outlining today's vote.

Ms. Inglis will write a letter detailing library plans relating to the Community Park.

Children's Librarian Posting. Ms. Inglis reported that the Executive Administrator had requested a delay in the posting of the position. The wording of the notice of vacancy was approved by consensus.

The HVAC contract has been awarded. It is unclear how the replacement of the compressor will impact these plans.

Fees for Meeting Room Use. Any fees generated by the use of the meeting room would have to go to the Town's general fund.

Statues. Mr. Cressman is anxious to have the statues at Southworth Library appraised so they can be insured. We will first have to determine ownership of the statues. According to Mr. Bichsel's research to date, the Fishermid was likely given to the Town sometime between 1939 and 1950 (most likely between 1942 and 1948). He will focus his energy on this timeframe.

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The Spirit of the Immigrant located outside Southworth Library will also be researched.

New Business

Gidley School. It was agreed that we would need to inspect the Gidley School before we could make any informed decision about its suitability for use as a library. Mr. Couto described an alternative which, if successful, would not require the relocation of the branch library. He proposed that SRPEDD install temporary traffic signals at Hathaway Road and cover the existing lights at Tucker Road.

Fees for Interlibrary Loan. Ms. Inglis reported that her survey of surrounding libraries revealed that none is charging a fee for interlibrary loans. We will monitor the cost of postage for these items and revisit the issue at a later date.

Exam Proctoring. Ms. Inglis said that we are receiving an increase in the number of requests for exam proctoring. The most recent required a staff person to monitor the person taking the test for the entire day. While this is an important service for libraries to offer, it can be a drain on staff time. Ms. Inglis is proposing that the Trustees adopt a fee for this service for non-residents of the town. The Trustees asked Ms. Inglis to draft a policy for their review.

Plants at North Dartmouth Library. Ms. Inglis reported that a local business has volunteered to provide the plants and we have a volunteer to plant them. Questions were raised as to the type of plants, the number, and the proposed location. No action was taken at this time.

Other Business.

The Trustees asked for an update on the volunteer program at the libraries.

The next meeting was scheduled for Tuesday, August 10, at 5:00 p.m.

Today's meeting was adjourned at 6:10 p.m.

Respectfully submitted,
Audrey Quail
Administrative Clerk

[According to information on file at the library, the Spirit of the Immigrant was given to the Town through the Sister City Delegation Committee, from Provoação, Sao Miguel, Azores, Portugal and was dedicated on June 14, 1997.]