

**BOARD OF LIBRARY TRUSTEES  
MEETING OF SEPTEMBER 7, 2010**

A meeting of the Board of Library Trustees was held at Southworth Library on September 7, 2010. Mr. Couto called the meeting to order at 5:03 p.m. Ms. Carey was absent.

**BOARD MEMBERS**

Andrew Couto, Chairman	Chuck Bichsel
Paul Pereira, Vice Chairman	Rachel Charrier
Kathryn Murphy Aisenberg	Lorraine Carey

**STAFF**

Lynne M. Antunes, Acting Director	Audrey Quail, Administrative Clerk
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Mr. Bichsel asked if the Chair would entertain a discussion of the circumstances surrounding the departure of Jennifer Inglis from the position of Director of Libraries. Mr. Couto said he would not entertain a discussion of this matter at today's meeting noting that Mr. Bichsel's words at a previous meeting were sufficient: "Mr. Bichsel called the resignation regrettable, but said that the Trustees would soldier on." Further discussion of the matter was ruled out of order.

Approval of Minutes.

A motion was made by Mr. Pereira, seconded by Ms. Aisenberg, and unanimously voted to approve as submitted the minutes of the meeting of August 10, 2010.

A motion was made by Mr. Pereira, seconded by Ms. Aisenberg, and unanimously voted to approve as submitted the minutes of the meeting of August 17, 2010.

A motion was made by Ms. Aisenberg, seconded by Mr. Pereira, and unanimously voted to approve as submitted the minutes of the meeting of August 24, 2010.

Report of the Financial Secretary for August, 2010. Ms. Charrier explained that salaries are running behind what was anticipated due to the departure of the director and the delay in filling the vacancy for children's librarian. Expenses for the month include monies for the elevator inspection, fans and dehumidifiers for Southworth, and bulk purchases of library supplies. Mr. Pereira suggested that the DVD cases we replace might be sold by the Friends. Ms. Antunes will ask if they are interested in having the cases for their book sale.

Circulation figures for the month of August were distributed at the meeting. The figures show that North Dartmouth is being well used when Southworth is closed.

Director's Report for August, 2010. Ms. Antunes reported that participation in this year's Summer Reading Program was encouraging despite the impact of Southworth's being closed. There was a total of 1,979 participants.

Ms. Antunes met with the Executive Administrator regarding the library budget and issues related to the failure and ultimate replacement of the existing HVAC system. It is

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anticipated that the process will bring us into March or April at the earliest for the replacement of the system.

Ms. Antunes then announced the resignation of one of our library technicians who will be moving to another state.

Report of the Friends of Dartmouth Libraries. Ms. Aisenberg reported that the Friends have scheduled a program for October 24 with Judith Lund. It is anticipated that the Friends will be purchasing a copy of Ms. Lund's latest book for our collection. The Friends Annual Book Sale has been scheduled for the last weekend of September. They are seeking donations of food and baked goods on Thursday and Friday.

There was a discussion of the boxes the Friends are using for storage. The banana boxes are very serviceable, but they are quite heavy when filled. Smaller boxes are not necessarily as well constructed as the banana boxes. The Friends were going to contact W. B. Mason to see if they would be willing to donate approximately 200 of their boxes. Mr. Couto said that he would check to see what the state uses for moving boxes. He noted that those boxes are sturdy and can fold when not in use.

Report of the Dartmouth Library Foundation. It was noted that Ms. Carey will be the Trustees' liaison to this group.

#### Correspondence

Ms. Antunes reported on the receipt of a letter of thanks from the Census Bureau for the use of the meeting rooms at the libraries.

#### Old Business

Community Park. Ms. Charrier reported that Phase II received a favorable recommendation for funding from the CPC. A state grant has been applied for and notice of awards is due in January of 2011. The Community Foundation has been asked for its cooperation so that any donations received from the public would be tax exempt. Ms. Charrier said that their goal is to raise \$12,000 in private funding. Statues. Mr. Bichsel reported on the research he has continued to do on the Fishermaid. His latest effort was a review of the School Committee minutes for the first half of 1982. He will review the second half of 1982 once those minutes are located. All of the documents he has seen mention various verbs for the location of the Fishermaid at the library, but he has found none which specifically deal with ownership or a transfer of ownership. The research will continue.

Children's Librarian. Kathleen Redfearn has accepted our invitation and will begin her duties as soon as the requisite paperwork is completed. Mr. Pereira suggested that we contact DCTV and the local media when Ms. Redfearn has settled into her new position.

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Building Issues. The elevator passed its annual inspection.

The replacement of one of our two sewer pumps seems to be closer to reality with the work that is ongoing on the Community Park. We have been promised that the replacement will be done while DPW employees are mobilized at the park.

Air Conditioning Failure. Ms. Antunes reported that the engineers are recommending two condensing boilers as the best option. The CIP is reportedly also interested in a cogeneration option.

Telephone. The telephone system is back on line. Ms. Antunes has become very familiar with changing the welcome message as conditions at Southworth have necessitated.

A motion was made by Ms. Aisenberg, seconded by Mr. Pereira, and unanimously voted to approve as drafted the exam proctoring policy: "It is the policy of the Dartmouth Public Libraries to proctor exams for Dartmouth residents at no cost, provided said residents have an active and up-to-date library card. Non-residents who need an exam proctored may do so at the discretion of the staff of the Dartmouth Public Libraries. Because exam proctoring requires significant staff involvement, this service will cost \$50 for non-residents. For more information, please contact Lynne Antunes, Senior Librarian."

New Business

Building Inspection. Ms. Antunes reported that there will be an air quality test at the Southworth Library to investigate whether we have a mold issue as a result of the failure of the HVAC. The test was arranged by the Director of Public Health and has been scheduled for 10:00 a.m. on September 10, 2010. Mr. Couto asked that they also check the quality of the outside air.

Other Business

Ms. Antunes has indicated her willingness to be the Acting Director for as long as it takes for the Trustees to appoint a Director of Libraries. This will afford the Trustees the time they did not have when Ms. Tansey was in the position.

Southworth Shuffle. Ms. Antunes noted that the addition of the Children's Librarian will mean that the office that is currently being shared by Ms. Robins and Mr. Walsh will now be occupied. Ms. Antunes said that she would like to move the reference desk at Southworth from its current location adjacent to the circulation desk to where the self-check is located. This will better define and separate the circulation and reference functions. Some funds will have to be expended to accomplish this change. The consensus of the Board was that this would be a good idea. Mr. Pereira said that he would like to see a desk that would match the circulation desk once it has been determined whether this scheme will better serve the public.

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Museum Passes. Ms. Aisenberg reported that she had received a phone call from a patron concerning our first come, first serve policy for museum passes. After calling to ensure that passes were available, two other people came in and claimed them before the original caller could get to the library to pick them up. Ms. Antunes noted that we have purchased software called TixKeeper that will allow patrons to reserve passes from home and minimize the staff involvement in the process. Training for supervisors will be scheduled within the next week or two and then staff will be trained in turn.

On-line Interview. Ms. Antunes reported that DCTV will be doing on-line interviews with the various department heads. This will be another opportunity to announce the arrival of our new Children's Librarian.

The next meeting was scheduled for Tuesday, October 5, 2010, at 5:00 p.m.

A motion was made by Mr. Pereira, seconded by Ms. Aisenberg, and unanimously voted to adjourn today's meeting at 5:59 p.m.

Respectfully submitted,  
Audrey Quail  
Administrative Clerk