

**BOARD OF LIBRARY TRUSTEES
MEETING OF OCTOBER 5, 2010**

A meeting of the Board of Library Trustees was held at Southworth Library on October 5, 2010. Mr. Couto called the meeting to order at 5:10 p.m. Mr. Bichsel 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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Approval of Minutes.

A motion was made by Mr. Pereira and seconded by Ms. Charrier to approve the minutes of September 7, 2010. Discussion ensued. Two deletions were proposed, and a typographical error was corrected. It was unanimously voted to approve the minutes as amended. It was also agreed that the minutes going forward would be in a streamlined format.

Report of the Financial Secretary for September, 2010.

Ms. Charrier briefed the Board on the Financial Statement through September 30, 2010. Payroll is running lower than anticipated, and Capital Outlay is running higher than anticipated due to the failure of the air conditioning system and the purchase of thermal receipt printers to expedite the packaging of holds.

Director's Report for September, 2010.

Ms. Antunes updated her report. She touched upon the October schedule of events, class visits from Cushman School, and the rearrangement of the upstairs area at Southworth. Also surge protectors have been installed for the main service box and the cable box to protect against the damage that occurred over the recent past.

The need for overhead signs was discussed.

Report of the Friends of Dartmouth Libraries.

Upcoming events include a program by Judy Lund on her recent book Whaling masters and whaling voyages sailing from American ports on October 21. Rhonda McClure will be giving a program on New England Genealogy on November 16.

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Report of the Dartmouth Library Foundation.

Preparations are underway for the Annual Meeting. An organizational meeting has been scheduled for October 18. There will be a new slate of officers elected at the Annual Meeting.

Correspondence.

A memorial gift was received for Gladys Burns from the Alcott Club.

Waiver Letter. As part of the Library's request for a waiver from the Municipal Appropriation Requirement for FY 2010, Ms. Antunes had drafted a letter to be signed by the Chair and the Acting Director.

A motion was made by Ms. Aisenberg, seconded by Ms. Charrier, and unanimously voted to send the letter as drafted.

Old Business.

Community Park.

Ms. Charrier reported that the previous vote taken by the Trustees to transfer part of the Southworth property to the Town in conjunction with the Community Park was not adequately worded according to Deborah Wender, Dartmouth Director of Development.

A motion was made by Mr. Pereira, seconded by Ms. Aisenberg, and unanimously voted that the Board of Library Trustees had determined that the need for the property to be transferred no longer exists and that the Trustees vote to transfer custody, control, and management to the Town of Dartmouth.

Statues.

There was no report on statues as Mr. Bichsel was not present this evening.

Building Issues.

HVAC.

An article to fund the replacement of the Southworth HVAC will be on the warrant for the Fall Annual Town Meeting.

Sewer Pump.

The pump has been purchased, and we are hopeful that installation will be completed soon.

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New Business.

Building Issues.

Air Quality.

We are awaiting a detailed report on the recent air quality study done at Southworth. Preliminary indications are that there were no significant problems. However, the ceiling tiles need to be replaced, especially those holding vents. Mr. Couto suggested that we get a count and purchase them in bulk to be installed as the custodians have opportunity.

Personnel Issues.

Children's Librarian. Kathleen Redfearn was introduced to and welcomed by the Trustees.

Library Technician. Our 35-hour position will be posted as two 17.50 hour positions. This will afford us more flexibility in scheduling and save the Town money in that those employees will not be eligible for health insurance.

North Dartmouth Library Schedule. Ms. Antunes presented a schedule modification that would open North Dartmouth Library to the public from 9:00 a.m. to 5:00 p.m. on Mondays (as the Library Associate is already in the building). Evening hours will be added for Thursdays, which is the Associate's evening to work. The only additional cost would be for a substitute to work the evening on a weekly basis.

This plan was acceptable to the Board. Notice of the change in hours will be given through the media and with signage and bookmarks.

In conjunction with this discussion, it was suggested that more information be printed on the checkout receipts and on the self-check receipts.

The next meeting was scheduled for Tuesday, November 9, 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