

**TOWN OF EAST HAMPTON
LIBRARY ADVISORY BOARD
REGULAR MEETING
MONDAY, MAY 1 – 7:00 P.M.
EAST HAMPTON PUBLIC LIBRARY**

Minutes

Present: Chairperson Amy Ordonez, Vice Chairperson Cynthia Shirshac, Victoria Fielding, Jack Solomon, Melissa Jones, James Monahan and Ellen Paul (Library Director)

Call to Order: Chairperson Ordonez called the meeting to order at 7:00 P.M.

Approval of Minutes: March 6, 2017 Regular Meeting

Mr. Solomon made a motion, seconded by Vice Chairperson Shirshac, to approve the regular meeting minutes of March 6, 2017. Voted 6-0 in favor.

Public Comment – None

Director's Report: Ms. Paul has been on staff for about 8 weeks. She detailed meeting with the library staff and civic groups within the community. She has been thinking about our library within the framework of three questions: how to ensure the library is safe and welcoming for all, how to ensure the services and collection are relevant for our community and how the library can be a good steward of the community and its taxpayer dollars. Ms. Paul reviewed items as related to her findings and conversations with staff and community members in a "fix it" list, which she noted is not a strategic plan as of yet. Some items that were discussed are listed below.

Related to facilities: the adult section is dark and crowded, with dark furniture and shelves in front of windows; some of this will be remedied with the LED conversion project. Ms. Paul is starting to re-think the area in general, and weeding out of uncirculated materials has begun. Patrons using the computers are squeezed together, and at this time there is no software that can wipe the computer's history between patrons, which is potentially unsafe. The children's area has a lot of undesignated space and will possibly be reconfigured; it also needs paint and carpet. There is no real spot for YA, for now they are crowded into an already overpopulated adult area. There was discussion related to YA being brought into the left side of the children's area and how that could be configured. The circulation desk has been cleaned, but it is too large for the space. The front hall can be messy and doesn't create a good first impression. Policy improvements include implementing auto-renewals and possibly having less of a limit on DVDs.

Related to programs, services and collections: There are no programs/services for YA, and children's services stop at age 12. A lot of spending occurs for adult programming and to that end Ms. Paul wants to make sure that all aspects of the adult population are being served. There are inconsistencies in the

early literacy programs, probably due to differing levels of training amongst the staff. All events were not listed on the website, but this has been remedied. The wifi in the building can't handle the volume, and the technology in the building is poor in general. There are no e-book services for Kindle patrons. Overdue notices are now able to be emailed, and paper receipts are printed (rather than hand-stamping due dates). The website currently limits the library's presence. There aren't good usage data kept yet. Budgeting for different material and programming types will be worked on, as this hasn't been done in the past few years. The library does not belong to a consortium, and this was discussed in detail in regards to how that could aid the library. An in-depth analysis on available consortiums/cost will be forthcoming.

There was discussion on a possible suggestion box, and on advertising some policies/services that the community might not know about, such as the ability to request a book to be purchased. Ms. Paul also stated that one of the part time staff will be leaving, therefore leaving the library down about 50 hours a week due to another staff person that was never replaced and a third that will be on medical leave. As this will hurt services, Ms. Paul is going to ask the Town Manager for an exception to the hiring freeze. There was discussion amongst Board Members on the fact that the Library Director reports to the Director of Parks & Recreation rather than the Town Manager, and if this is appropriate.

Ms. Paul stated that the library staff has been amazing and good with the transitions that have already been made since she started.

Old Business:

State/Federal Budget Impact & Discussion – The operating budget was cut by \$8,000 by the Board of Finance (which was originally to be cut by \$15,000, but Mr. Hurst fought for a reduction in cuts). The Town Council has not yet made their review/changes.

State funding for the Borrow It program has been cut to \$0, and this is attached to about \$400,000 of Federal money for the Deliver It program. This will affect payments received by the library for allowing patrons from other towns to use our library. Typically the payments range from \$800 - \$2,500/year. The State Library Board has recommended libraries stop accepting other town's library cards to reduce costs related to this service which may have implications on the library's circulation. The Federal budget also has \$0 in place for the IMLS program.

There was discussion of community members reaching out to our State Representatives and Senators regarding this issue. It was mentioned that something could be put in the Rivereast urging citizens to get in touch with people that can affect the policy change.

New Business :

Old Home Days Float – A few members of the library staff would like to participate in the parade and create a float. However, there are quite a lot of staff that will not be in town that weekend, so they are unsure if the work can be done in time. A few members of the Board stated that they would help, but may not necessarily have the time to create a float. It was suggested that the library partner with

another group for float construction, possibly the 250th Anniversary Committee as they are looking for help and people to be on their float. Ms. Paul will reach out to Mr. Hall about this.

Board members thanked Ms. Paul for all her hard work so far, and noted that they can already see a positive difference made in the library.

Public Comment – None

Adjournment: Chairperson Ordonez adjourned the meeting at 8:15 P.M.

Respectfully submitted,



Eliza LoPresti
Recording Clerk

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