***TOWN OF EAST HAMPTON***

**LIBRARY ADVISORY BOARD**

**REGULAR MEETING**

**MONDAY, JUNE 4, 2018 - 7:00 PM**

**EAST HAMPTON LIBRARY**

**Draft Minutes**

**Present:** Chairperson Amy Ordonez, Melissa Jones, Jack Solomon, Lore Slaughter, and Ellen Paul (Library Director)

**Absent:** Vice Chairperson Cynthia Shirshac, Jim Monahan, and Melinda Jones

**Call to Order:** Chairperson Amy Ordonez called the meeting to order at 7:08 P.M

**Approval of Minutes:** *Mr. Solomon made a motion, seconded by Ms. \_\_\_\_\_\_ Voted 4-0 in favor.*

**Public Comment:** None.

**Director’s Report:**  The circulation numbers aren’t concrete yet, but May might be lower than April but higher than the previous May from last year. There are upcoming programs for children and a kick off for summer reading. There will also be a collaboration with the school administrators to come in for math and literacy-based activities throughout the summer. The summer reading program for the library and the school will be separate. The Library is supporting the school system’s ‘One Book, One School Community’ program. Adult and teen programs and activities during the summer is in the works. The Library has already planned adult activities like the cook book club, time management seminar, and the regular book club are garnering positive outcomes. Two staff members left the library and another is leaving in June. Two former staff members have returned, one temporarily and one permanently to help with the staffing shortage. Since a new Town Budget has not yet been passed, the town has issued a hiring freeze. The new police chief came by to go over the security of the library. An architect examined the roof for the town and a list of what needs to be fixed will be back in a couple weeks. Children from KOCO and from Center School will be visiting the library on a field trip in June. Friends of the Library asked for a wish list of things and projects that they could do for the library. The Friends are planning a 120th anniversary event in memory of when the library first opened the doors on August 18th. There will be flyers passed around with packets to announce and publicize the event. The summer hours will be 10-1 on Saturdays between July and August. But the Saturday hours will return to normal after Labor Day.

**Old Business:** None

**New Business:** Friends of the Library committee is considering making a float for Old Homes Day and they’re looking for volunteers with an email being sent out. The float is supposed to promote the 120th anniversary for the library.

1. **2018/2019 Library Goals:** The list of goals came from 3 places: the Director’s professional opinion, suggestions from the Board and the Community and what the library heard in their Community Conversations last year. -. A list of 9 goals for the library were discussed by the committee. The 9 goals included: 1) Meeting patron demand for new materials; 2) offering consistently warm, welcoming and friendly interactions with patrons; 3) offering patrons a consistent minimum level of library assistance at all times; 4) offering consistently superior children’s programming; 5) to outfit the community room to meet the space and technology needs of the community; 6) to have a digital presence to promote and showcase the library’s collection, events and digital resources as well as to position us as the resource in town for community events and news; 7) to measure our work so that the library may be able to better tell their story; 8) to have updated policies approved by the Town Council; 9) to have updated and consistent procedures at the circulation desk.
2. **Library Website:** The library will form a website committee with a board member, two staff members, and the library director -. There are four quotes from four vendors who specialize in creating library websites. It will be a separate website from the town website; but there will be a link in the town website leading to the library website. The website will help the patrons and the community with any library needs they may have. It will have a new logo and new branding for the library. The website for the library will hopefully be functional by the end of the year. This website needs to reflect the history and the current times of the library. This website will position the library as a resource within the town. The four vendors that were contacted incorporate every aspect of the website, so they would be ‘one stop shopping’ with them. Another aspect of the website would be an East Hampton events calendar that includes everything that is occurring within the community. If someone was looking to attend an event they could go to the library website and see what’s going on that day. The library is also planning on hosting a weekly email ‘this week in East Hampton’ to promote upcoming community events.

**Public Comment:** None

**Adjournment:**  *Chairperson Ordonez moved to adjourn the meeting at 8:39 P.M., Mr. Solomon seconded. Voted 4-0 in favor.*

Respectfully Submitted

Katrina Aligata

Recording Clerk