

C. H. Booth Library Minutes
Regular Board of Trustees Meeting
June 10, 2014

Present: Tom D'Agostino, Robert Geckle, Colleen Honan, Raymond Irrera, Bill McCarthy, Ted Meehan, Walt Motyka, , Jennifer Reilly, Martha Robilotti, Michelle Rosenthal, Peter Stern, Carolyn Signorelli, Julia Starkweather, Michael Talluto, John Trentacosta, and Beryl Harrison.

Absent: Mark Principi

Meeting called to order at 7:01 pm

Consideration of Minutes:

Tom D'Agostino moved to accept the minutes of May 13, 2014. Bob Geckle seconded, and the motion was unanimously accepted.

Executive Session:

Michael Talluto made a motion to enter executive session for the purpose of discussing and recommending a candidate for Library Director. He invited Kim Weber and Joan Petersen, members of the Search Committee to remain in the executive session for purposes of providing information. Beryl Harrison was also invited to stay. Pete Stern seconded the motion and the motion passed.

Executive Session commenced at 7:04 pm and ended at 8:13 pm.

The following motion was made based on the discussion during Executive Session, although the motion took place later in the meeting:

Michael Talluto moved to accept the Search Committee's recommendation for Director subject to validation by the Board of Trustees at a Special Meeting to be held on Tuesday, June 17 at 7 pm in the Library. John Trentacosta seconded the motion, and the motion passed.

Public Participation:

None

President's Announcements: Martha Robilotti, President, announced that Alana Bennisson will be organizing the Friends of the Library dinner on the 12th of July. Those who wish to help are encouraged to contact Alana. Volunteers will be needed to help at the annual book sale, and volunteers are needed for the food committee. An email will be sent to Trustees. All Trustees should donate some time and talent.

Treasurer's Report: Bill McCarthy, Treasurer, presented the Statement of Income and expense for the Director's Budget for the Eleven Months Ending May 31, 2014. It is expected that there will be a favorable variance at the end of the year explained by

lower personnel expenses. This money can be added to the contingency fund or for maintenance. There is also an outstanding claim on insurance for loss of business.

Mr. McCarthy also provided a report on the Funds Provided by the Friends of the Library. The Library is close to spending out the Friends' budget.

Mr. McCarthy presented the next fiscal year's proposed use of Friends' funding as developed by the Librarians.

Carolyn Signorelli moved that the Board accept the proposed schedule of spending and distribution of Friends of the Library funds for the 2014-15 fiscal year. John Trentacosta seconded, and the motion passed unanimously.

Report of the Library Director: Beryl Harrison, Acting Director, distributed the main report via email with a hardcopy addendum. It was noted that the report was very thorough and provides a good picture of library events. Mr. Geckle requested a look at circulation trends over several months. Mrs. Harrison pointed out that book circulation is down, but e-book circulation is growing.

Mrs. Harrison noted that there will be a memorial service for Jean Mann on June 14th which will highlight her Dragon Boat sculpture that she donated to the Library.

Bibliomation will be moving its servers causing a temporary shutdown of the library's network. This will occur between 8 pm on July 3 and 9:30 am on July 7. Mrs. Harrison requested that the library be closed on July 5. The library will be closed on the other dates already.

Bob Geckle moved to close on Saturday July 5 for the Bibliomation work. Bill McCarthy seconded, and the motion passed.

Committee Reports:

Policies and Personnel: Bob Geckle outlined the seven areas of the by-laws that will be researched and updated by the committee. The committee will meet again in July, and they hope to have a new set of by-laws ready for Board review by September.

Search Committee: Update given during executive session.

Fund Raising: Ted Meehan reported that he, Mike Beaudry and Jen Reilly met to discuss sponsorship brochures. Image One can help create a good quality brochure for a reasonable price in the next week. Rather than asking for funds for each expense that arises, the Trot committee requests access to seed money of up to \$5000. Bill McCarthy reminded the Board that some seed money exists, but he did not know the exact amount without checking records.

Pete Stern moved to provide enough funds to the Turkey Trot account to reach but not exceed \$5,000. Bill McCarthy seconded. The motion passed.

Building, Grounds, and Interior: Tom D'Agostino has engaged Yacko and Sons tree service to complete necessary tree work including removal of dead trees and pruning of landscape trees. Because the quote of \$2000 comes in at \$500 less than the board approved amount, he requested funding for additional landscape plants.

Julie Starkweather moved to approve an expenditure of \$1,000 for landscape plants. Pete Stern seconded the motion. The motion passed unanimously.

Mr. D'Agostino also updated the board on CIP timelines as well as ideas for donations that have been collected in the memory of Jack Harrison, Beryl Harrison's husband. He also noted that the Borough has fixed the sidewalk.

Long Range Planning: Walter Motyka reported that he would like to look at library utilization by age group over time.

Friends of the Library Liaison: Pete Stern reported that the book sale is all-consuming right now. He repeated the call for volunteers. As this is Mr. Stern's last meeting, his accomplishments were noted and applauded.

Art/ Historical Liaison: Michelle Rosenthal pointed out that the current exhibit from the Flagpole Photographers will be wrapped up this week. For the rest of June and into July, Rosemary Rau will present an exhibit comprised of several artists.

Nominating Committee: Colleen Honan reported that the slate of officers that had been prepared will need to be changed due to an unexpected withdrawal from candidacy. The Nominating Committee will meet next Tuesday with the intention of presenting a new slate at the Special Meeting on the same night. The vote on new officers will take place at the Annual Meeting.

Mrs. Honan presented two new candidates for Trustee to fill one open space and to fill a pending vacancy. Laura Goldstein and Anne Rothstein are the nominees.

Colleen Honan moved to elect Laura Goldstein to fill the vacancy effective for the July meeting. Carolyn Signorelli seconded, and the motion passed.

Carolyn Honan moved to elect Anne Rothstein to fill a pending vacancy on the board to be effective for the August meeting of the Board. Bob Geckle seconded, and the motion passed.

Old Business: Jennifer Reilly encouraged all to read *From Good to Great for the Social Sector* (originally handed to board members by Bob Geckle) to help guide the Board's vision of the Library as it moves forward.

New Business: Mrs. Reilly reminded all that the annual meeting will take place on July 8 prior to the regular meeting.

John Trentacosta moved to adjourn. Bill McCarthy seconded. The motion passed.

Meeting adjourned at 9:22 pm.

Respectfully submitted,
Jennifer Reilly
Secretary
CH Booth Library Board of Trustees

DIRECTOR'S REPORT
Cyrenius H. Booth Library

June 10, 2014

Circulation Statistics:

The following compares circulation statistics from May 2013 and May 2014.

	<u>Adult</u>	<u>Young Adult</u>	<u>Juvenile</u>	<u>E-Books</u>	<u>E-Audiobooks</u>	<u>Total</u>
May 2014	7,198	1,008	7,034	616	423	16,279
May 2013	8,334	n/a	8,661	428	287	17,710

Acquisition Statistics:

The following compares acquisition statistics from May 2013 and May 2014.

	<u>Adult</u>	<u>Young Adult</u>	<u>Juvenile</u>	<u>Total</u>
May 2014	753	79	520	1,352*
May 2013	736	n/a	463	1,199

**note: the pace of replacement Juvenile music CDs and DVDs that were lost in the flood has greatly decreased. A small number of these were added in the month of May, these are not represented in Acquisition statistics as they are not new additions to the collection.*

Technical Services

- Flood recovery continues in the department. Brenda, Darlene, and Judy have been working on the backlog of cataloging due to the flooding while moving forward with ordering of new materials.
- Darlene continues working with Alana on the rebuilding of the Children's audiovisual collections (DVD and music CD) lost in the flood.
- Brenda, Darlene, and Judy are working on end of fiscal year ordering and processing.
-Brenda McKinley, Technical Services, Systems, and Circulation Librarian

Systems: Flood Recovery Updates

- Brenda met with Tony Vas, our lead technician from The Network Support Company, on May 5th to finalize the XP Retirement project. This project is to replace the remaining computers that are still running Windows XP (which was retired by Microsoft April 2014). This was the primary focus for Systems for the month. A final quote was received and approved and the work began near the middle of May. This work will be completed and invoiced in June prior to the end of the fiscal year.
- Brenda worked with Lucy Handley, Adult Programmer, on a Friends of the Library Vision Project submission for the upgrade of the presentation equipment used by outside groups in the library's Meeting Room and Board Room. Brenda met with the Vision Committee to answer questions regarding the submission. This was approved by the Friends and the equipment will be ordered.
-Brenda McKinley, Technical Services, Systems and Circulations Librarian

Cyrenius H. Booth Library Public Internet Computer Usage Statistics

Month	Number of Sessions (18 public internet computers)	Average # Users/Day (calculated using the number of days open for the month)	Average Session Length* (in minutes)
1-2013	1713	59	54
2-2013	1545	67	53
3-2013	1652	57	48
4-2013	1703	57	49
5-2013	2064	71	47
6-2013	1796	67	49
7-2013	1532	59	42
8-2013	1538	57	37
9-2013	1998	69	42
10-2013	1631	54	43
11-2013	1435	55	45
12-2013	1190	43	42
1-2014***	60	30	34
2-2014***	0	0	0
3-2014***	833	35	43
4-2014	1278	46	46
5-2014	1386	48	46

Sessions are limited to 60 minutes. Patrons are limited to 3 sessions per day.

***FLOOD closed library January 4, 2014, library did not reopen until March 8, 2014

Wireless System Usage: Because the library does not require individual users of the wireless system to login, the wireless usage tracking software is tracking bandwidth usage.

Month	Total Wireless Bandwidth Usage	Average Bandwidth Usage per day
10-2013*	82.98 GB	3.95 GB
11-2013	109.71 GB	4.22 GB
12-2013	n/a	n/a
1-2014***	n/a	n/a
2-2014***	n/a	n/a
3-2014***	111.77 GB	4.68 GB
4-2014	113.65 GB	4 GB
5-2014	148.43 GB	5 GB

*partial month, 10/11/13-10/31/13

Public Printing: For the 2014 calendar year-to-date, the public printed 6,880 pages, generating \$787.60. An additional 1613 pages were not printed saving \$112.70 in unwanted pages wasted. Please note library was closed from 01/04/14 through 03/08/14.

Submitted 06/05/2013, Brenda McKinley

Director's Report
May 2014

My thanks to the Board and Staff for their support in the past few weeks. The strengths of both have always been apparent to me. As you can see from the reports submitted, the Department Heads are extremely competent, capable and collaborate to provide us with a very strong library.

I am asking that we close July 5 to accommodate the following Bibliomation work:

IMPORTANT MESSAGE FOR ALL BIBLIOMATION LIBRARIES:

Beginning at 8:00 pm on Thursday, July 3, Bibliomation will be moving all its servers from the Safe Harbor data center in Springfield, MA to the Digital Back Office Data Center in Wilton, CT. All Internet and Evergreen Services will be down until 9:00 am Monday, July 7. Libraries' Local Area Networks will also not be functional. Email will continue to function from outside of libraries.

The move will provide a substantial reduction in annual rental and support expenses. The change also brings the servers considerably closer to Bibliomation which will reduce the time and expense of maintaining the servers.

We would close at 8 PM Thursday, July 3 and re-open Monday, July 7 at 9:30.

A reminder - We are hosting a memorial gathering for Jean Mann on Saturday, June 14 at 2 PM. The executrix, Sammy Greenspan, is handling all the details. We have reserved the Meeting Room and will display other porcelains by Jean Mann in one of our flat cases temporarily located near the Dragon Boat on the main floor.

Beryl Harrison
Acting Director