



**Trustees of Randall Library
Minutes
May 20, 2010**

Present:

Robert A. Aldape, Harold B. Donahue, Jr., Amante Gaines, Carolyn Howe, John J. O'Keefe, III, Timothy H. Reed

Absent:

Jane Epstein

Meeting:

Called to order at 7:32 p.m.

Secretary's Report:

April's minutes not available.

Nominations:

John O'Keefe nominated as Secretary. Unanimously selected.

Rob Aldape nominated as Treasurer. Unanimously selected.

Tim Reed nominated as Chairman. Unanimously selected.

Carolyn Howe nominated as assistant Treasurer. Unanimously selected.

Treasurer's Report:

63% equity balance in cash and bonds. \$14,000 check written and given to library as part of annual disbursement..

Movement of the library to Pompo site:

Rob interviewed with the Stow Board of Selectman for a position on the Pompo re-use committee. Open discussion regarding potential benefits of Pompositticut school as a new location for the Stow town library. The belief is that the library would be able to move in 2 years and with significant funding from the state.

Because of timeframe restrictions from the state, multiple locations should be identified in any proposal submitted to the state.

Director's Report:

- Through a contact at the state Library Commission, Susan reported that FY '12 there will be an opportunity to receive \$40,000 from the state if the town supplies \$20,000 in additional funding related to a move to a new location. The town must have a project manager, architect (who could be the same as the project manager) and landscape planning. This is only for the design phase. A library building consultant can be hired for between \$10,000 and \$15,000. This would lead to a construction grant. Tim will pursue getting Gregor Trinkaus-Randall of the Massachusetts Board of Library Commissioners to speak with the Board of Trustees.

- Circulation is down. Susan's belief is that people are visiting libraries in neighboring towns which have received significant upgrades. Circulation from April '09 to April '10 is down approximately 15% (9,175 in April '09 compared to 7,825 in April '10). Susan will gather numbers from the neighboring towns to assess whether they have seen a decrease in circulation.
- Repair work is underway on the roof. The leaks have been arrested.
- We are waiting on a bid for mold remediation through Craig Martin. The work will be done in the new Fiscal Year. Susan will confirm with Craig that he has the same understanding of scheduling.
- Rob proposed that we have monthly updates on the long range plan to ensure that awareness is kept high and issues do not fall through the cracks. Harry to send a copy of the long range plan to all Board of Trustees members.

Adjournment: 8:17 p.m.

John J. O'Keefe III