

Minutes, Randall Library Trustee Meeting

August 10, 2011

Present: Amante Gaines, Tim Reed, Susan Wysk, John O'Keefe, Barbie Wolfenden

Absent: Rob Adalpe, Jane Epstein, Harry Donahue

Visitor: Jim Salvie, Selectman

Meeting called to order at 7:31 p.m.

Public Comment

None

Secretary's Report:

Accepted as amended

Director's Report:

The ceiling began to leak right after repairs. It had not been closed up for many months in order to make sure it was watertight but a major storm brought on the leak. Craig Martin, who administers the \$100K for roof repairs, was called in. He will deal with the contractors.

Circulation is down. Last year for July it 9757; this year 8052. Reading Club stands at 450; ordinarily runs at 530.

Susan received a letter from Fidelity that payment had been stopped on a check written at the last meeting. Issue was resolved when Susan resubmitted. The bank had not had time to clear it.

Statistics show trend downward. Susan believes this is because of our inadequate facility.

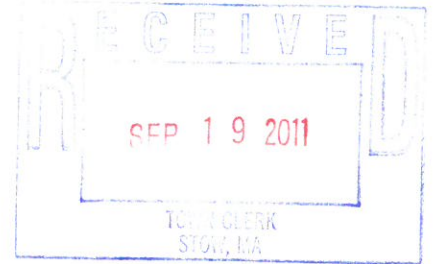
Treasury:

Treasurer absent.

Chairman's Report:

Tim Reed met with Bill Wrigley, Town Manager, to discuss:

- 1) Possibility of getting funding for a study of the building – space increase and structural analysis. Warrants due by end of September to present to public.
- 2) Acquiring property next door. Bill suggested perhaps buying the back part of the parcel. Such a move might have to go through Appeals.
- 3) Adding an FTE to Library in next budget cycle. If we are trying to maximize space in building we will need staffing to monitor entrances and exits. Requests for funds go to the town budget submissions in October, at which time we will need to be prepared for make an argument for our needs at that time.



Tim attended the Selectman's meeting:

Bill's proposal to have three separate subcommittees created to work these three budget requests was not accepted; The current Ad Hoc committee FinCom, Capital Planning already exist. They will keep that structure and use current liaisons with Pompo and Fire Department. Jim will liaise with Library.

We need to develop detailed concept of what we want. Issue: all will hit Town Meeting with different stages of readiness. What's the top one? Comment by Jim: Our approach will be through the capital planning development committee. The departments e.g., Randall Library, Fire Department, Pompo, propose and the CPCD evaluates. Selectmen need to be up to speed and make sure all talking to each other and recommend priorities.

Tim handed out charts of data gathered by Susan

Biggest circulation: Adult books and Children's books by far highest. Third category is Grown up Video. There is not much use of YA. John stated that children browse, as opposed to using ebooks. Adults know what they want. Some conclusions: video is less and less relevant. Marketing would be important for us to let people know what we have.

Action items:

- Barbie to look at trends on internet;
- Jim to invite expert from state to come in and talk to us. Jim said what people use vs. what we need to hold in our collection is what's important. Jim commented that targeted people are okay with minuteman vs. what we need to hold.

Video circulation graphs

Tim compared Acton, Maynard, Concord, Boxborough, Hudson Bolton, Stow, and Sudbury. Video circulation among all neighboring libraries is falling.

Non-resident circulation trend:

- 2002, 14,000 non-residents;
- 2004, 24,000,
- 2005, 21,000; 17,000, 15,000,
- 1011 non resident circulation is down to 10,000

Old Business:

Future of Randall Library – we need a structure to help us move on. We need a mechanism to augment our long range plan. Feasibility study; how much would it cost? Sources needed. A mechanism to move forward. Tim suggested we form a subcommittee to meet a few times to start working on these issues. Members of community should come. Someone could put in cost estimate for an elevator, for example.

Meeting date: Tuesday 16th. 7:00 p.m. Needs Assessment Randall Library Sub-committee (NARL)

Agenda: needs outlined in LRP; needs identified since then; space modification Tom Lam architect was helpful. Make action plan on various components, e.g., information

Discussion about historical items ensued.

New Business

We will need a fund raising group to start accumulating money for an addition or change the footprint in any way. War chest needed for property or expansion. Possibly Second Century Fund would be the umbrella. Key personnel needed who can fund raise.

Tim is on the agenda for the CPC meeting.

Meeting adjourned at 9:00 p.m.

Respectfully submitted,
Barbie Wolfenden, Secretary

Barbie Wolfenden 9-18-11