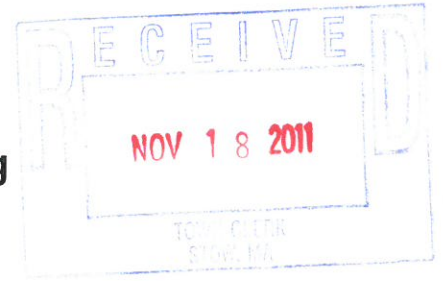


Minutes, Randall Library Trustee Meeting

October 12 , 2011



Present: Amante Gaines, Tim Reed, Susan Wusk, John O'Keefe, Harry Donahue

Late: Jane Epstein,

Absent: Barbie Wolfenden

Visitor: Jim Salvie, Selectman

Meeting called to order at 7:33 p.m.

Public Comment

Finance Committee voted in favor of the Library warrant article. Influence by the positive financial situation for the town.

Secretary's Report:

Accepted as amended

Treasury:

Rob has resigned as both the Treasurer and a Trustee. The position has been posted. Per Jim Salvie, the process is to have the Board of Selectmen to meet with the Trustees and jointly decided among interested candidates.

Tim Reed has prepared the Treasurer's Report for this meeting:

Report to be supplied electronically by Tim and incorporated in the minutes.

John O'Keefe has expressed some interest in learning more about the Treasurer's position;

The year end report needs to be ready for the Annual Town Report and Tim is getting the actual deadline. The Trustees have a history of being late with this report and will work to improve on this. We need to get the statements from Fidelity, Vanguard and Family Federal Credit Union.

Director's Report:

Susan presented the State Aid report. We did not make the materials cut-off date, as noted in the last meeting, but did meet the certification requirements which means we will get 80% of the state aid maximum (\$31,363) rather than 100% (\$39,204). For FY13 we will need \$206,338 in municipal appropriations.

We have been signed up for the Overdrive Advantage program so Susan can review holds on loans for Kindle devices and order additional "copies" for Library members. We do not have access to current Kindle "borrowing."

Circulation

FY 11

July 2010	9757
Aug 2010	9251
Sep	7925

FY12	
July 2011	8052
Aug	8385
Sep	7429

September 2090	9281
September 2010 -	7925
September 2011	7429 (-6%)

A fair bit of this decrease is related to the decrease in DVD borrowing as people are migrating to electronic distribution of movies such as through Netflix.

Chairman's Report:

Proposed agenda for Public Forum - October 27th, 2011

- 7:00 PM Convene Meeting
 Discuss Agenda and explain Process

- 7:10 Start presentation to highlight key points

- 7:30 Break up into 4 groups, each group with 2 facilitators (Trustees)
 - i. Adult/re-purposing of second floor - Susan W. and Jane.
 - ii. Access and handicap access and parking - Harry D.
 - iii. Young adult and children - John O.
 - iv. Historical/restoration/landscaping issues - Amante.

- 7:55 Reconvene. Facilitator recaps top 2 or 3 ideas from each group. Spend time soliciting other thoughts.

- 8:30 Wrap-up. Thank you. Remind what we want at Town Meeting.

Proposed agenda accepted and approved.

Barbie has agreed to be the liason to the Friends of the Library.

Last meeting we agreed upon a set of bullets that would be sent to Bill Wrigley, the town manager, to put into the right boilerplate for a warrant article. This article asks for \$70,000 for a pre-design consultation for the library. (Jim S.) Based upon a Board of Selectman decision this week, wording in the proposed article about Proposition 2 ½ will be removed.

[Tim to supply electronic copy of the article]

Susan has announced her desire to retire effective January 3rd, 2012 after 25 years as a town employee. Susan will come in on a part-time basis as a replacement is found.

The search process consists of the following:

- Create a job description. Susan has a draft for review by the Trustees.
- Places to post the position need to be identified. Susan has some recommendations.
 - Massachusetts Board of Library Commissioners job board.
 - Email out to the Minuteman Library Network
 - Simmons and University of Rhode Island job boards. Simmons and URI have colleges of library science.
- Need a search committee. This committee would go through resumes and make recommendations to the Trustees.
- Qualifications
 - MLS
 - Technology skills a plus
 - Knowledge of library automation systems.
 - People Skills
 - Comfortable operating in a small community but help drive a significant renovation.

Susan will write up an ad/job description for review. Susan will send this to Tim and Tim will include in the agenda for the next meeting.

A motion was made to charge Susan will create a job posting on the MBLC, MLIN and the Simmons/URI job boards and mailing lists. Susan will be the point person for collecting and screening resumes. Susan will maintain a folder of acceptable candidates for the Trustees to review. Motion was approved unanimously.

The job posting will specify a November 16th deadline for applications.

Susan will follow up with Bill Wrigley to inform him of the job search as well as to determine whether there are any town-specific requirements.

Old Business:

New Business

None

Meeting adjourned at 9:10 p.m.

Respectfully submitted,
John O'Keefe

for Barbara Wofford
11.17.11