

# Minutes, Randall Library Trustee Meeting

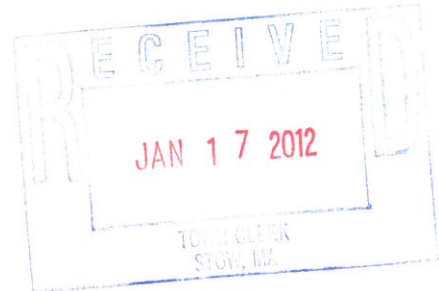
November 9, 2011

**Present:** Amante Gaines, Tim Reed, Susan Wysk, John O'Keefe, Harry Donahue, Jane Epstein,

**Absent:** Barbie Wolfenden  
Meeting called to order at 7:31p.m.

**Public Comment**  
None

**Secretary's Report:**  
Minutes accepted as amended.



**Treasury:**  
No Treasurer report for this meeting. John O'Keefe and Tim Reed to set up time before the next meeting to transition Treasurer responsibilities to John.

## Director's Report:

We have received 12 resumes for Director candidates to be reviewed by the Trustees.

We have a new, dedicated web site available at <http://www.randalllibrary.org/>. Trustee contact information will be added to the Trustees section to point people to [randalltrustees@gmail.com](mailto:randalltrustees@gmail.com).

For context, Susan reported "In 1975 the library assumed its present shape with an addition designed by Finegold & Bullis. Total costs for the addition were \$281,393.09."

Materials budget is in good shape. Bill Wrigley has provided a directive for FY13 budget which is there is a 3% cost of living increase for employees but the budget must be level. If we have a level budget, we will not have enough money to meet the minimum requirement for spending which could potentially mean we lost our state certification. We would need more approximately \$4,000 above the "level" to maintain our certification.

FY13 budget should also plan for additional FTEs in the library to support opening the upstairs up for usage. There are also considerations about changing the layout upstairs to convert the upstairs bathrooms to storage space and a desk which would cost approximately \$40,000. This would potentially be included in the May Town Meeting as part of a Master Plan. All this would be subsequent to the evaluation and planning recently approved at the November Town Meeting.

For additional FTE, Susan would recommend we budget for a library aid level employee for 20 hours a week starting in July.

No updates in Circulation.

The person who came in to work on the roof believes that the leak is due to a leak under the metal sill. Craig Martin will follow up on this.

**Chairman's Report:**

The October 27th Forum took place and was very productive.

The warrant article passed. Now we begin the process to retain architects to start creating the design. We will need to create a building committee to include no more than 2 Trustees (3 Trustees would constitute an official meeting).

Susan has reached out to local librarians to get recommendations for firms to use and Tim will be following up on that information. Tim will also reach out to the Boston Architectural Society which has a mentoring program and they do *pro bono* work.

We may need to call a meeting on November 30th.

Trustees will review resumes submitted before next meeting and select candidates to come interview. Trustees to identify top 4 candidates and the top 3 in common will move on to the next round.

**Old Business:**

None

**New Business**

None

Meeting adjourned at 8:50 p.m.

Respectfully submitted,

John O'Keefe

(For Barbie Wolfenden, Secretary)

*John O'Keefe* 11/11/2012  
*Barbie Wolfenden* 1.13.2012