

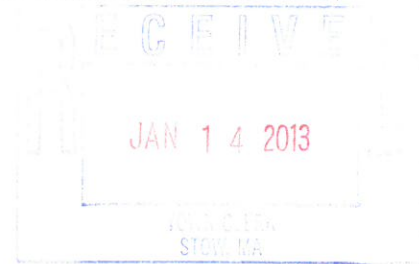
Minutes for Randall Library Trustees Meeting
November 28, 2012

Present: Tim Reed, Barbie Wolfenden, Amante Coppes, Jane Epstein, Harry Donahue, Kathy O'Brien and Melissa Fournier (Director).

Absent: John O'Keefe

Meeting called to order at 7:30.

Public Comment: None



Library Cleaning:

David Ellis (with his wife Janet) was present to answer questions regarding the cleanliness of the library.

- Dave is currently allotted 25 hours a week from town to clean the Town Hall, the Town Building and the Randall Library
- Five of those hours are earmarked for specific duties in the other town buildings.
- Twenty hours remain for all 3 buildings on a 7-day basis.
- The town building gets the most time although it has less square footage than the library.
- Sand is an additional issue in the winter.
- Dave cleans the bathrooms, removes the trash and vacuums high impact areas in all buildings as a daily minimum.
- The issue in cleaning the bathrooms include: salt in water that eats away the porcelain and iron in the water that discolors Formica surrounding the sinks.
- Dave noted that nothing works to fix these problems and that it is a town wide issue.
- The budget allows no extra time for additional issues of cobwebs, complete vacuuming, etc.
- Dave said that police provide a prisoner from Shirley for three days of cleaning at the town building.
- Melissa and Dave will meet to create plan of needs and present the plan to Bill Wrigley.

Secretary's Report:

Meeting minutes from October 10 were reviewed and accepted. November 1st minutes were accepted with a change of Henry to Harry. Tim requested that left margin be increased to avoid words being eliminated by the three-hole punch.

Treasurer's Report:

- Tim said he continues to have some issues with Fidelity. Currently checks cannot be ordered and he has only one check left.
- The Board unanimously moved and approved the transfer of low price stock funds in the amount of \$10,000. to cash reserves for materials.
- Tim noted that the Board currently only has one person able to sign checks. Asked Barbie as Vice Chair to also have check writing privileges. Amante moved the motion, Kathy seconded it and the Board unanimously voted approval.
- Tim provided a limited review of the current investments. He offered to provide a more detailed report of the performance of these investments within the next few months.

Director's Report:

- Melissa presented circulation statistics. Print books showed a decrease while ebooks showed an increase.

- Melissa presented her 2014 proposed budget. Following a discussion /explanation of various items, Amante moved the approval of the budget as is and Barbie seconded the motion. The vote was unanimous for accepting.
- The evaluation forms for employees will be distributed and then the staff evaluation process will begin.
- Melissa and Sally have written a Grant for a teen center requesting \$15,000. She is currently looking for candidates for an advisory Board to assist.
- Melissa noted that there would soon be a new look in the library. She plans on changing certain areas for a better flow and an improved use of the space.

Randall Library Friends Report:

- Barbie said that the Friends presented some excellent fund raising ideas.
- The Library liaison to the Friends is Sally Campbell and she has volunteered to be the group's administrator for Facebook.

Chairman's Report:

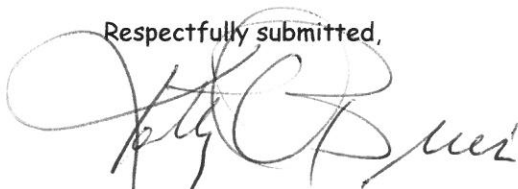
- Tim gave an update on Randall Library Building Committee.
- Tim met with the Concerned Citizens of Stow.
- Going forward there is a need more outreach.
- The competition among the three projects made it more difficult to get approval.
- The next step should include requesting more feed back from voters and additional fundraising.
- Tim asked that the Board members think about what vision they want for the future of the library building.

New Business:

- Barbie presented a letter that she had written to The Stow Independent for approval. She wanted to thank the Stow Garden Club for their work maintaining the plantings in front of the library. The members agreed it was a good idea and approved unanimously.
- A suggestion was made to change the time of future meetings. It was determined that a change to 7:00 would be acceptable.
- The next meeting was scheduled for December 12th.

Meeting adjourned at 9:12pm.

Respectfully submitted,



Kathy O'Brien