

Minutes for Randall Library Trustees Meeting
January 4, 2013

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

Absent: Jane Epstein, John O'Keefe and Harry Donahue.

Meeting called to order at 7:04.

Public Comment: None

Secretary's Report:

Meeting minutes from November 28 and December 12, 2012 were reviewed and accepted as amended. Barbie moved for acceptance, Amante seconded the motion and the minutes were accepted unanimously.

Treasurer's Report:

- Work continues on the calendar report.
- The funding report is up to date. It will be prepared, presented and voted on at the February meeting.
- The statement of funds will include the new programs started by Melissa.

Director's Report:

- Ebooks use has increased; regular circulation has decreased.
- Attendance stats have increased.
- On January 23rd, the Road Scholar program will be presenting a program with a possible link with the Stow Council on Aging.
- Reference collection is undergoing weeding.
- Staff attended a grant-writing workshop.
- The staff is currently testing three different databases for best match with the library.
- The current state aid installment has been received.
- The notice of vacancy for a new youth (children's) librarian was accepted with the caveat of a possible change of the title due to input from the Town Administrator. Barbie moved the question of acceptance; Amante seconded the motion and the notice of vacancy was accepted unanimously.

Randall Library Friends Report: No meeting held since last Board meeting.

Chairman's Report:

- Tim met with Craig Martin regarding the needed repairs for ceiling and windows (additional repairs may also be necessary).
- Amante moved the question of repairs suggested by Craig Martin. Barbie seconded the motion and it was accepted unanimously.

Committees:

- Barbie presented the proposed Trustees Bylaws. The bylaws were reviewed with amendments being suggested and approved. The total document was approved unanimously with changes. A second reading and a vote will be completed at the next meeting.



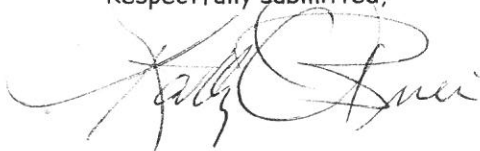
New Business:

- Director Evaluation - the self-evaluation by Melissa was reviewed. The process for the Director's evaluation was presented by Barbie and accepted unanimously. The process for evaluation by the Board members requires that all members do an independent evaluation and return to Kathy by the end of January. The secretary will then combine comments and average the numbers prior to the February meeting.
- Five Year Capital Plan - Tim began the conversation for the plan by clarifying the need and purpose of the plan and requesting that all members begin to think about future needs.
- The need for an updated Long Range Plan was discussed. Amante and Kathy agreed to begin the process.

Meeting adjourned at 8:45pm.

Next meeting is February 13, 2013.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Kathy O'Brien", written in black ink.

Kathy O'Brien

NOTICE OF VACANCY

PART TIME YOUTH SERVICES LIBRARIAN

The Town of Stow is seeking a qualified candidate for the part time position of Youth Services Librarian at the Randall Public Library.

Rate of Pay: \$21.25 per hour **Hours of Employment:** 28 hours per week

Qualifications: High School Diploma. Good communication skills and all applicants must enjoy working with children and young adults. Must pass a CORI check. All applicants must be computer literate and willing to learn new software applications. Preferred candidates will have or be studying for a Master's Degree in Library Science from an A.L.A. accredited program with emphasis on children's literature and services, but experience with children and library related clerical experience acceptable.

Benefits: Includes health care benefits, paid holidays, vacations and personal leave time.

Duties and Responsibilities:

- Plans, designs, organizes and implements library programs for children and young adults.
- Creates an environment in the youth services areas which provide enjoyable and convenient use of library resources. Instructs children and caregivers in the use of library tools and resources.
- Understands and is able to research new trends in youth services literature for collection development purposes. Provides a wide and diverse variety of electronic, print, audiovisual and other resource materials to best serve the needs of youth and caregivers.
- Contracts with skilled resource people to present specialized programming for the youth services department at the library.
- Catalogs and process new materials into the collection and works the circulation desk.
- Provides outreach programs and advocates youth services to the community and public schools.
- Responsible for semi-annual weeding of the library's youth services collections.
- Plans, researches and completes grant applications for youth services.
- Compiles, reviews and interprets statistical data regarding use of youth services and prepares regular management reports for review by the Director.
- Monitors expenditures and purchases for the youth services department.
- Complete assignments of Library Director as needed.

Physical Demands: The Youth Services Librarian must be able to bend, stand and lift at least 20 pounds.

Interested candidates should submit a cover letter and resume to Melissa Fournier, Library Director, Randall Public Library, 19 Crescent St., Stow, MA 01775, or mfournier@minlib.net starting January 11, 2013. Applications will be accepted until 5:00 pm February 1, 2013.

Stow is an equal opportunity employer