

Minutes for Randall Library Trustees Meeting
February 13, 2013

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

Meeting called to order at 7:04.

Public Comment: None

Secretary's Report:

Meeting minutes from January 9, 2013 were reviewed. John moved for acceptance, Barbie seconded the motion and the minutes were accepted unanimously.

Treasurer's Report:

- Tim and Melissa presented the 2012 calendar year report for the Town Report. The report included the narrative and the financial information for the past year. Discussion followed and minor edits were made. Barbie moved for acceptance of the report as amended. John seconded the motion and the report was accepted unanimously.
- Tim reviewed and explained the Beusch Formula 2012 distribution calculation for library materials. Investment return value was presented for current funds and distribution history was shared. A vote on anticipated need for 2013 was determined to be \$20,000. \$10,000. was needed immediately with the other \$10,000. to be dispersed as needed. John moved for acceptance of that number. Barbie seconded the motion and it was accepted unanimously.

Director's Report:

- Ebooks use has increased; regular circulation has decreased.
- Attendance stats continue to be tracked and show a continued increase.
- Melissa noted that evaluations of her staff had been completed and copies were being sent to the Town Building.
- Melissa received 42 applications for the Youth Services Librarian job. She has interviewed 10 and has decided on 3 very strong candidates. She may conduct a second round with the candidates attending some of the current library children's programs.
- There was an article in the Beacon Villager on the "Reading Dogs" program.
- Current materials expenditures are \$23,552.00. The library must spend \$39,128.41 in order to maintain library certification.

Randall Library Friends Report:

- Barbie shared the plan of providing tote bags and t-shirts for both the summer program publicity and fund raising.
- Barbie reminded members that the Library Book Sale is planned for May 18th and 19th.
- The Friends currently have \$7,000+ in funds.
- The Friends plan to do additional fund raising.
- The Friends Annual Meeting will be March 14th at 7:00p.m. in the library. Election of officers will be held and Board members are encouraged to attend and to bring other potential members.

Chairman's Report:

- Tim said that the Library Building Committee had met and decided to remain as an entity to assist the Overview Committee currently being created by the Selectman.

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Committees:

- The new Bylaws were presented for a second vote. Discussion followed. John moved that the Bylaws be accepted with amendments. Amante seconded the motion and it was passed unanimously.

Old Business:

- Director Evaluation discussion continued concerning the appropriate way of presenting the evaluation to the Director. Barbie volunteered to find the answer through the Massachusetts Board of Library Commissioners. Tim moved that the question be tabled. John seconded and the motion passed unanimously.


New Business:

- Amante had additional policies to be reviewed. A request to table the review was made by Tim. The motion was seconded by John and accepted unanimously.

Meeting adjourned at 9:00p.m.

Next meeting is March 13, 2013.

Respectfully submitted,



Kathy O'Brien