

Minutes for Randall Library Trustees Meeting, September 11, 2013

The meeting was called to order at 7:13 PM.

Present: Tim Reed, Barbie Wolfenden, Kathy O'Brien, Marianne Sharin, Jane Epstein, and Melissa Fournier (Director).

Absent: Harry Donahue, Amante Coppes.

Public Comment: None.

Secretary's Report: The minutes of the last two meetings, July 10 and August 14, were reviewed and unanimously accepted.

Treasurer's Report: Tim was unable to make the purchase of Fidelity Limited Term Government Funds as planned, because such purchases are limited to institutional investors. Instead, he sought authorization to purchase \$41,600 in Spartan Short-Term Treasury Bond Index Funds, which have a weighted maturity of 2.7 years and a reasonable percentage yield, as well as a three-star Morningstar rating. Jane moved to do so, Kathy seconded, and the motion was unanimously approved. Tim will update us on all the funds at the next meeting.

Director's Report: Circulation of regular items is down (6,600 for August 2013, as compared with 7,323 for August 2012); as expected, e-book circulation is up – 364 vs. 157 for the same periods. Attendance, however, is high – 3,697 for the month of August.

Melissa has adult programming planned through July 2014, for which she will request some funding from the Friends. She has invited Roland Merullo to give an author's talk, perhaps tying in with a "Stow Reads" project, with possible sponsorship from Stow golf courses (one of his book has a golf theme). As his fee is \$500, this is unresolved at present.

Repairs to the patio are basically finished, which should solve the leaking problems in the bathrooms. Next projects include the flat roof over the reference section, which may be causing leaks in the light fixtures, and then the windows in the children's area.

The plumber has found many items that need to be replaced; there followed a discussion of funding for these repairs. It was suggested that Melissa inform FinCom soon that we anticipate going over budget for these, and will likely need to ask for a reserve fund transfer for unforeseen repairs.

Review of Long Range Plan: After some discussion it was decided that in the interest of efficiency, Barbie will edit the plan, Kathy will edit the policies once more, both will send their work to Melissa for review, and all will be voted on at the next meeting.

Tim suggested adding to the Long Range Plan a provision for two or three iPads for use in the library, as we have so few computer stations, thus increasing accessibility of technology in the library.

There was discussion of how to address the needs of patrons who require materials in another language. This is where being a member of the Minuteman network is advantageous, as some libraries such as Acton have many materials in other languages which are accessible to our patrons.

Trustees were encouraged to attend one of the upcoming Massachusetts Library Friends and Trustees Conferences, which will be offered at several locations over the next few months.

Friends Report: Tim reported that tomorrow night there will be a celebration of the very successful summer reading program, with an Ice Cream Social at 6:00 followed by giving out of prizes at 7:00. Tim also reported that after the Friends' book sale in the spring, many boxes of books remained which he was able to transport to Kenya where they were very gratefully received. This is the second year in a row that Tim has been able to distribute books from our library sale to countries in Africa.

The meeting was adjourned at 8:42 PM.

Respectfully submitted,

Jane Epstein