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Minutes for Randall Library Trustees Meeting, November 13, 2013

The meeting was called to order at 7:00 PM.

**Present:**

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

Guests: Craig Martin, Building Commissioner; Peter McManus, Finance Committee; Steve Jelinek, Capital Planning/Library Building Committee; Jim Salvie, Selectman/Library Building Committee/Oversight Committee; Kathleen Pavelchek, Friends of Randall Library; Edward Pavelchek, friend of Friends; Steve Dungan, Randall Library Building Committee.

**Public Comment:**

Craig Martin distributed a handout entitled "Randall Library – June 2012 Existing Conditions Report & CDM Observation," outlining a list of improvements Craig has been working on. Library funds available were \$153,350, from insurance (water damage) and town meeting articles. Craig outlined some of the problems found, remedies applied, and work that remains to be done, illustrating his remarks with photographs. An extended discussion ensued among those present. One question raised was how these repairs might impact the idea of the library relocating to the Pompositticut School building, i.e., would the move seem as urgent to townspeople with the completion of important repairs, e.g. fixing the leaks? Possible responses to this question were aired.

**Secretary's Report:**

Because the person taking minutes at the last meeting has experienced computer glitches, the minutes were not available for review; they will be sent out in time to be reviewed at the next meeting.

**Treasurer's Report:**

Tim transferred \$10,000 from the Vanguard Windsor Fund to a Family Federal checking account for Melissa to use. He suggested changing the bylaws to using the calendar year report as a basis for projections and recommendations in February, and the fiscal year report in August for the same purpose. It was moved, seconded, and unanimously passed to change to bylaws in this manner.

**Director's Report:**

1. Regarding our review of library policies, Melissa suggested that one trustee be responsible for assembling the policies as they are reviewed, that there be a record of the first vote taken on a policy as well as the second vote and its date, and that the policies be placed in a binder with a table of contents. When a policy is revised, the revision and its date will be added to the binder. This plan was passed unanimously. Marianne Sharin will be responsible for collecting and establishing a book of policies for the library. For now, the policies were distributed to be proofread again and returned to the director.

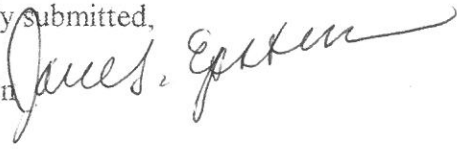
2. Melissa reported that print book circulation was up by 171 in comparison with the same month last year, while E-book circulation was up by 166, making the total increase from 2012 to be 337.
3. Attendance was way up – 891 over last month, and 1,986 over October 2012.
4. We have a new website, [www.randalllibrarystow.org](http://www.randalllibrarystow.org), which will post a calendar, links, policies, new programs, and connections to Twitter and Facebook.
5. We have again received state certification.
6. Melissa attended a New England Library Association conference in October, which she found interesting and stimulating. A propos of this event, it was established that funding for conferences and other professional development programs for both Melissa and her staff should not be borne by the individuals attending. Rather, fees are to come from the emergency fund or a request to the Friends. Better idea: we should add an item in the budget to cover professional development.
7. Some new equipment is needed -- a projector, a mic, laptops – for which Melissa hopes to receive funding from the Friends, state aid, and/or the town.
8. Melissa has met with vendors regarding using Hale funding for databases rather than books, e.g. languages.
9. Recent programs have been very successful, e.g. the Haunted Hallowe'en House; music programming will begin next month.
10. Melissa would like to do a presentation to the COA on “How to use the Minuteman catalogue.”
11. Melissa has been thinking ahead to capital expenditures for 2015, including possibly interior painting, equipment, second floor improvements, e.g. air conditioning, seating, etc. Tim noted that we need to approve a plan for fiscal 2015 at the next meeting, as it must be submitted to Bill Wrigley by 12/20.
12. Melissa is looking into handicapped accessibility for the lobby/entrance, i.e. automatic doors.
13. The children's librarian received her six-month review from Melissa; her employment is going well. She will receive her MLS degree in January.

In the interest of time, remaining agenda items were tabled until the next meeting.

The meeting was adjourned at 9:10 PM.

Respectfully submitted,

Jane Epstein

A handwritten signature in cursive script, reading "Jane Epstein". The signature is written in dark ink and is positioned to the right of the typed name "Jane Epstein".