

**Randall Library Trustees Meeting**  
**May 14, 2014**

**Attendees:** Barbie Wolfenden, Harry Donahue, Amante Coppes, Kathleen O'Brien, Melissa Fournier, Tim Reid, Marianne Sharin

Meeting Called to order 7:13 pm

Public Comment was accepted

Acceptance of minutes from March 12 and April 9

Town Meeting Presentation done by Melissa. Funding approved for CPA funds. Melissa will set up time with town administrator for procurement of services. This includes RFP, negotiation and selection of contractor.

Discussion related to building subcommittee prompted by Open Meeting laws. Barbie will reach out to Town Clerk to discuss.

Circulation Statistics Presented by Melissa:

- Attendance
  - April 2014=4,048
  - April 2013=3,809
  - Increase of roughly 7%
- Circulation
  - Books April 2014-6346
  - E-books April 2014-366
  - Total 2014-6712
  - Books April 2013-6036
  - E-books April 2013-319
  - Total 2013-6,355
  - Percentage of increase roughly 6%
- Website Activity
  - 339 users, 1,203 page views.
- Freegal Activity
  - 12 patrons, 58 downloads in April
  - 23 patrons, 285 downloads since January

There was an accident at the corner of the library building. Melissa is talking with the town administration on repairs and costs including insurance considerations.

There is an opening for a Part Time Youth Services Librarian. Melissa drafted a job posting.

- Motion to accept notice of vacancy made by Kathy, seconded by Amante
- Motion accepted unanimously by board.

The Community Chest has offered a donation to the library of e-readers and other equipment. Melissa is working with the Friends of the Library to fill out the grant paperwork for the Community Chest. Discussion ensued regarding the lending of equipment.

Media cart has arrived and is being prepared for use. The size of the cart will not pose any storage issues.

The Adult Reading Series has its inaugural summer this year. There are various prizes for adults that participate in the Bingo Card program.

New Adult Lecture series this year. This is occurring three times a month through the summer, and twice a month to January 2015.

Policies that were motioned for acceptance during the meeting:

1. Laptop Computer Services Policy
  2. Child Safety Policy
  3. Alcoholic Beverages Policy
  4. Lending Rules and Procedures
  5. Patron Code of Conduct
  6. Confidentiality Policy
  7. eBook Services Policy
  8. Library Program Policy
  9. Meeting Room Policy
  10. Volunteer and Intern Policy
  11. Randall Library Laptop Computer Lending Agreement
  12. Randall Library eBook Reader Borrowing Agreement
- Motion was made to accept the policies as amended by Marianne Sharin, seconded by Tim Reid.
  - Motion accepted unanimously by board.

The Library Trustees received a letter from the Unitarian Church regarding support for parking. Barbie will address the letter.

#### Updates from Representatives to other organizations

- Amante Coppes (liason to the Friends of Randall Library for Fundraising): Friends fundraising letter is going out in Jun/Jul for annual fundraising campaign.
- Friends Booksale book collection is happening.

- Tim Reid (liason for Town Building Committee): The building committee will not disband.
- Barbie (liason for FOL/Springfest): There will be representation by the Friends at the Springfest for the Library.

Last business conducted.

- Tim Reid motioned to adjourn, seconded by Amante
- All approved

Meeting adjourned 8:53