

Minutes for Randall Library Trustees Meeting  
September 10, 2014

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

Meeting called to order at 7:05pm

**Secretary's Report:** Jane made a motion to accept the minutes of the previous meeting (written by Amante). Barbie seconded the motion and it passed unanimously.

**Chairman's Report:** Barbie reviewed the request from the First Parish Church for a donation towards the four parking spots for library shared use. The church had notified the BoT that the spaces had been added as part of their restoration/addition. Barbie clarified the issues and reasons why the BoT could not legally use town monies and the complications that might arise if the Friends were asked to provide the \$712. It was determined that the individual Trustees could donate monies. They did. Barbie will write a letter to the church and Tim volunteered to deliver the funds.

**Treasurer's Report:** Tim asked that the bond review be tabled until November. The request was unanimously accepted.

**Director's Report:** Melissa:

- Shared that circulation was up in e-books (8/13 was 365; 8/14 was 499). The books and materials were down (8/13 was 6,600; 8/14 was 6,113).
- Database usage/circulation added 481 to the materials number.
- Circulation is up by 7%; holdings are up 6.5%
- The summer reading and listening clubs were hugely successful with 141 participants.
- Chris Morrison is doing a great job in her position as the new children's librarian.
- There is a planned bi-lingual story time with the Center school.
- Sought Board approval to increase e-book/downloadable audio books. Approval was granted on a trial basis.

**Old Business:** Barbie explained the current status of the RFP for the design phase of the historical section of the library. Tim presented a new proposition. The only apparent design issue is the access from the attic. Tim believed that a full design was an unnecessary cost for the town. Identifying the design phase as Stage I, he suggested that it could be completed without hiring a designer. He noted that funding will be necessary for the construction phase (Stage II) of the restoration.

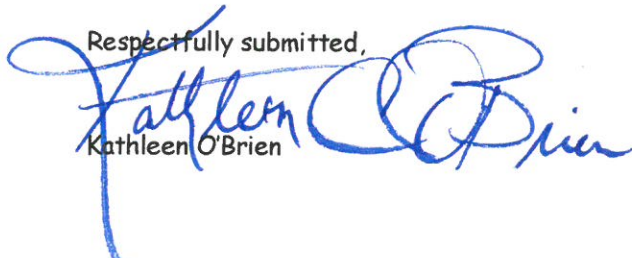
A discussion ensued. With an additional recommendation that the CPC be kept informed of any and all decisions, a sense of the meeting vote was taken. A sense of the meeting vote was moved by Amante, with a second by Jane, to table the RFP until a later date. The sense of the meeting vote was unanimous approval.

Amante moved for adjournment, Jane seconded the motion and the vote carried unanimously.

Meeting adjourned at 8:00pm

Next meeting is October 8, 2014

Respectfully submitted,

  
Kathleen O'Brien

Minutes for Randall Library Trustees Meeting  
April 9, 2014

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

**Guests:** Kathleen Pavelchek, Margaret Irwin, Ed Grund, Leslie Miller and Laura Edelman (members of the Randall Library Friends Association).

**Absent:** Jane Epstein

Meeting called to order at 7:06pm.

**Public Comment:** None

**Chairman's Report:**

Barbie noted that Tim, Harry and Melissa are the current building subcommittee members and that all BoT public relations should be filtered through Marianne. She then requested that the \$5,000.00 warrant article be discussed. She presented the background of and explanation for the Trustees warrant article to be placed on the town warrant by Tim and Bill Wrigley. The request for a small amount of money from the town was based on the perceived need for recognition of the library as it was not formally a part of the Oversight Building recommendations for Pompo. (No specific article was presented...the discussion was based on Barbie's background presentation that it was a "token" to make sure that the library was not forgotten if the warrant article for the Community Center and the Fire Station passed at town meeting.) Discussion followed. Kathy noted that the Town Administer had on numerous occasions in public meetings volunteered the \$5,000.00 to the Trustees. Tim wanted the money to be specified for Melissa's grant writing time. More discussion followed with input encouraged from the Friends. Harry made the motion to vote the article. Kathy seconded the motion and a vote was taken. Harry voted to support the article. The remaining Trustees present voted against. Kathy volunteered to contact Bill regarding the result and to request the proposed offer. Barbie stressed the need for a liaison from the BoT to work with the Friends on fundraising. Amante volunteered.

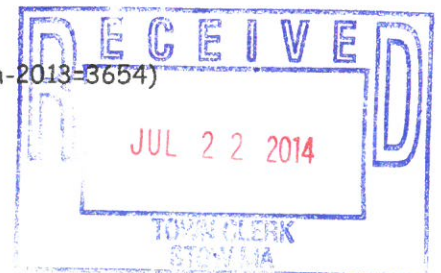
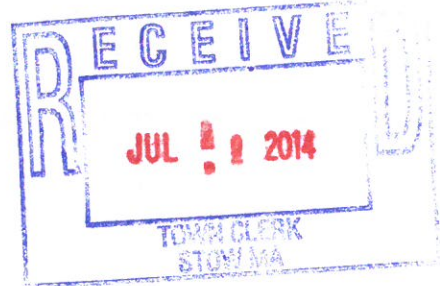
**Secretary's Report:** Report not available.

**Treasurer's Report:** Report tabled until next meeting.

**Old Business:** Tim reported on his Power Point Presentation for the forum on Saturday that shows the BoT commitment to the 4.2 scheme for restoration and renovation of the library. Ed Grund shared the presentation he was considering to present as a private citizen that showed his wish for a new library.

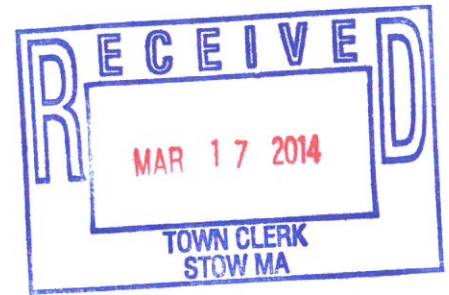
**Director's Report:** Melissa noted that:

- Circulation Statistics- Up roughly 1% (March -2014=6118 March-2013=6101)
- E-books (March-2014=407 March-2013=354)
- Totals (2014=6525 2013=6455)
- Attendance Statistics-Up roughly 13% (March-2014=4163 March-2013=3654)
- Web traffic- Down by roughly 12% (474 -March 539- February)





Minutes for Randall Library Trustees Meeting, March 12, 2014



The meeting was called to order at 7:02 PM.

**Present:**

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

Guests: Margaret Irwin, Leslie Miller, Kathleen Pavelchek (all from the Friends of Randall Library); Selectman Jim Salvie; Brian Burke.

**Secretary's Report:**

The minutes of the previously meeting were reviewed, corrected, and then accepted.

**Report from the Library Building Committee:**

Tim Reed reported on the progress of this committee, which consists of six members. A recent poll on what to recommend to the Oversight Committee as regards the future location of the library resulted in five members voting to remain in the current building and one to relocate to Pompo. All felt that if the library remained where it is, the best option would be to pursue "Scheme 4.2" of the options that had been formerly presented by the architectural firm.

**Report from the Oversight Committee:**

Jim Salvie reported on the Oversight Committee, which include members from the selectmen, fin com, and capital planning committees, and is charged with prioritizing upcoming capital projects. Although the OC has not yet made up its mind, after examining costs and other factors they appear likely to recommend that the fire station and community center/COA occupy Pompo. The library would remain in the current building, with the prospect of an addition/renovation such as "Scheme 4.2" becoming viable, financially, in a five to seven year time frame.

**Action Taken:**

A "sense of the meeting" was taken to determine what the Trustees would like to do in response to this information.

It was moved and seconded that the Trustees recommend to the Selectmen that the library move to Pompo. The motion was unanimously defeated.

It was moved and seconded that a "Trustee Building Subcommittee" be formed to examine the status of any construction or other plans from a Trustees' point of view, processing information as it arises, responding to questions people may have, and so forth. The motion passed unanimously; the committee will consist of Melissa, Tim, and Harry.

It was moved and seconded that Marianne Sharin would serve as the Trustees' liaison with the Friends to work on town publicity regarding the library renovation/addition. The motion passed unanimously.

It was moved and seconded that the Trustees express their approval of "Scheme 4.2" by Johnson + Roberts, Architects, as a working design plan for future library construction. The motion was passed unanimously.

Minutes for Randall Library Trustees Meeting  
February 12, 2014

**Present:** Barbie Wolfenden, Tim Reed, Amante Coppes, Kathy O'Brien, Jane Epstein, Marianne Sharin, Harry Donahue and Melissa Fournier (Director).  
**Guest:** Kathleen Pavelchek of the Randall Library Friends

Meeting called to order at 7:06pm.

**Public Comment:** None

**Chairman's Report:** Barbie passed out folders for Trustees to review that contained information and resources from a meeting she had attended on the roles of Library Trustees. It is for discussion at a future time.

**Secretary's Report:** Report not available.

**Treasurer's Report:** Tim presented the current "Statement of Sources & Uses of Funds for CY13". He summarized the records and opened the floor to questions. Tim answered questions regarding the current manner of determining disbursements, why certain funds could only be expended for certain reasons, the standing and management of the Second Century Funds and why the BoT could be requesting less for materials in the upcoming library budget. Following the Q and A session, Tim made his recommendations:

- That the municipal line for materials to be reduced by \$5,000.00 to read \$6,000.00 rather than \$11,000.00 from additional income from trusts.
- That \$45,000.00 be approved from current funds for library use with \$20,000.00 for current needs and the remainder \$25,000.00 to be available at a later date.  
Marianne moved the acceptance of the report as well as Tim's recommendations. The motion was seconded by Amante and then was unanimously approved.

**Director's Report:** Melissa noted that both e-books and print circulation numbers continue to increase as does the web activity. She shared the facility updates that are currently being done. She shared her requests to the CPC and noted the upcoming Historical Commission meeting. A discussion was started regarding the future of the library. Information was shared about the Oversight Committee and ideas were exchanged.

**Chairman's Report:** Barbie raised the question of what the Trustees may want to do if the library is not part of the Pompo plan. A discussion of the possible options followed.

Meeting adjourned at 8:45p.m.

Next meeting is March 13, 2013.

Respectfully submitted,

  
Kathy O'Brien

