Randall Library Trustees Meeting December 10, 2014

<u>Attendees:</u> Melissa Fournier, Kathleen O'Brien, Marianne Sharin, Tim Reid, Barbie Wolfenden, Harry Donahue, Jane Epstein

Meeting Called to order at 7:01 pm

Motion to Accept the minutes as amended by Tim Reid, second by Harry Donahue – motion passed

Directors Report - Melissa

Overall stats below:

Circulation

Books and materials 2014=5.450

2013=5540

E-books and audio books 2014=419

2013=348

Databases usage

Freegal 2013=70

2014=146

Consumer Reports=4

Morningstar=13

Mango=6 (Languages being learned-French, Spanish, Portuguese, Korean and Armenian)

Ancestry/Heritage Quest=17

Circulation Comparison Totals:

November 2014=6,055

November 2013=5,958

Up by 1.6%

Attendance

November 2014=2725

November 2013=3322

Down by 17%

ARIS redo (still need to update online)

2013=77,817 (although the MBLC commissioner had it at 69,694)

2014=77,682

FY2016 Budget

Only increases the 2% COLA (and step increased due to staff) and the increased cost of Network Fees charged by Minuteman (new servers, and updates to systems as all libraries, increase in Overdrive costs)

Facilities

Building Maintenance is a concern, specifically is there sufficient funds in the budget to address issues that have been found around the duct work investigated by Craig Martin, where we are awaiting a final report. Last year the increase in maintenance identified on the Library budget was removed and included in the Building Departments for the town as a whole.

Suggestion to draft a list of building issues to add as reference point.

Motion to accept Melissa's budget with the salary step increase for the Library Aide, including an Addendum with maintenance items listed that would be necessary in the next fiscal year beyond the budget by Tim Reid

Second by Marianne Sharin

Motion passed unanimously.

Programs

Children's Programs attendance for November=345 (attendance for 2013=246) up by 40% Adult programs attendance for November 2014=24

(programs included Strategies for Self-Publishing part 2, How to Protect Yourself from Identity Theft and the Swing Fever Trio)

Adult program attendance for 2013=21

Action Plan for 2015

Submitted to the MBLC on December 1 includes;

Information and goals on special programs, library policies, encouragement of literacy skills, improvement to the collection (both physically and virtually) improvements to the building, and personnel training,)

Facilities update:

Building Check was done. The State Dept of Public Health came in and reviewed the air quality. We are expecting a report from them in the next 2-3 weeks. Ductwork inspection was also done. Standing water found in the childrens room duct work. Ductwork on the first floor of the library is dry, and is disintegrating and circulating the debris from the disintegration into the library first floor. We are awaiting the State report. Additional discussion to have a second group test the air quality for a second opinion. The ductwork may have to be shut down and alternative heat sought for the first floor of the library.

CPC funds expenditure for the upstairs is being reviewed. Removal of the built in cabinets is being reviewed. It is being considered to maintain the historical nature of the building.

Treasurers Report - Tim Reid

Last meeting we voted to transfer \$60,000 to Fidelity Small Cap Fund, this is a closed fund to new investors. Tim has researched the Fidelity Small Cap Enhanced Index Fund and suggests this as an alternative to move the money into. Statement for the month of Sept 30 was reviewed.

Motion to move the money – Barbie W Second by Kathy O & Jane E Motion Passed Unanimously.

<u>Information on creating group to address long term building options</u>

Kathy O'Brien provided information on the meeting that she attended where individuals from the Bolton Building fundraising group shared information and their experiences working within their town and how they raised funds to have work done on their library. It was an informative meeting, and there was much information shared.

Move that we adjourn at 9:00 by Marianne Sharin Second by Barbie Wolfenden Passed Unanimously

Respectfully Submitted MJSharin