

Minutes for Randall Library Trustees Meeting
10-14-2015
Randall Library

Present: Marianne Sharin (Chair) Bob Katz, Rick Lent, Barbie Wolfenden, Kathy O'Brien, Tim Reed and Melissa Fournier (Library Director)

Guest: Kathleen Pavelchek

Absent: Ed Grund

Marianne called the meeting to order at 7:32p.m.

Public Comment: None

Secretary Report: The minutes from the 9-30-2015 meeting were accepted unanimously.

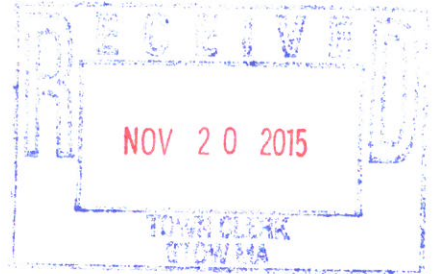
Chairman's Report: Marianne

- Reported on various numbers regarding current attendance, circulation, data bases, and program attendance. The specifics of these points are provided on the attached addenda.
- She also provided facilities updates, staff team building ideas, a RFQ update and information on the construction grant process. She shared the dates of December 22 for the establishment of the building committee, March 1st for a proposal and presenting the request for funding at the Spring Town Meeting. (see attached)

Library Survey Update: Bob

- Thanked the Friends of Randall for providing the supplies for the survey.
- Noted that the stuffing was completed and the surveys mailed.
- Shared the process for a task force to download the results to Google. Each survey will probably take 15 minutes to input.
- Tim suggested that training be provided for consistent and accurate information. Marianne will get and train high school students to do the work.
- Rick stated that he had sent a notice to the local newspaper to publicize the survey.
- Action items were established for link the survey website to the library website (Sally) and secure a place on Stow TV for additional exposure (Rick).

Marianne spoke of a request from the Friends of Randall about nominating persons for the Second Century Board of Trustees. Barbie asked what the qualifications necessary for a



candidate. A discussion followed. It was determined that the names of possible candidates would be brought to the next regularly scheduled meeting and reviewed at that time.

New Business: Barbie shared her belief that there was a need for a project manager to provide a schedule for future meetings. It was agreed that this would be a value added tool for the Board. She said that she was willing to create such a schedule with input from Melissa regarding the five year plan and expected monthly needs and/or events. Marianne asked if Barbie was willing to make that an action item. Barbie said yes.

Friends: Kathleen Pavelchek:

- Asked to be kept in the loop regarding recommendations for the proposed members of the Second Century Trust Fund.
- Said that the Friends had provided funding of e readers which should be available by the end of the year. She was concerned about who would be responsible for the ongoing costs of possible repairs and/or new material added.
- Announced that there would be a staff appreciation day on Tuesday, October 28th with a coffee to start the day at 8:30. She invited the Trustees.

The motion to adjourn was made and seconded. It passed unanimously.

Meeting adjourned at 8:43 p.m.

Next regularly scheduled meeting is November 12, 2015. A meeting to address the possible candidates for the Building Planning Committee will be held on November 7 at 9:00am.

Respectfully submitted,

A handwritten signature in cursive script that reads "Kathy O'Brien". The signature is written in black ink and is positioned above the printed name.

Kathy O'Brien

Addendum: Director's notes (3 pages)

Action Items From Marianne:

- Add Survey link to the Library website for completion by community. Provides an easy reference for everyone. (Sally)
- Send information on Survey to Stow TV for publicity. (Rick)
- Marianne to draft Instructions and provide training for initial volunteers to transcribe the paper survey data into the online Google Survey. (Marianne)
- Submit names for consideration as candidates for the Second Century Fund to Marianne before Nov 10. We will review at the next meeting. (Everyone)
- Draft Project/Program Plan as suggested by Barbie for next meeting. This will be an agenda item for the Nov 12 meeting. (Barbie)

Board of Trustees Meeting October 14, 2015

Attendance:

Sept 2015=3916

Sept 2014=3165

Up by 23%

Days Open:

Sept 2015=21

Sept 2014=20

Circulation:

Totals for Sept (E and Print) 2015=6,651

Total for Sept 2014=6,257

Up by 6%

Circulation breakdown Sept 2015

Print =6183

E-book=468

Circulation breakdown Sept 2014

Print=5,814

E-books=443

Database usage:

Freegal usage Sept 2015=233 downloads, 22 patrons

Freegal usage Sept 2014=166 downloads, 21 patrons

Up by 40%

Morningstar Sept 2015=0

Consumer Reports Sept 2015 3, users, 49 page views (September 2014=0)

Mango Sept 2015=2 (both for sign-ins and languages) Last month=0 Last year=0

Ancestry/Heritage Quest

Sept 2015= 675 session/usage

Sept 2014 136 sessions/usage

Up by 396%

Ancestry Heritage breakdown Sept 2015

Ancestry =449

Heritage Quest=226

Ancestry Heritage breakdown 2014

Ancestry =136

Heritage =0

Program Attendance

Total special programs=20

Regular Weekly Children's programs=8, attendance=192

Special Children's programs (includes YA afterschool and tutoring, and Afterschool events etc.)-11,
attendance=249

Adult programs= 1, attendance=2

Director's Notes October Meeting

Facilities updates

Carpeting, seating

Duct work in workroom and my office sealed- Must get space heaters

Projected :

Painting (1st and 2nd floors (behind books included)-\$13, 500.00

Updates to bathroom (new sinks and counters-making them ADA compliant)-\$12,000.00

Lighting (awaiting estimate) –increase lighting in stacks, increase lighting outside of building, update timer for outside lighting=

New carpets (awaiting estimates)- Note- next year new carpets on stairs and 2nd floor and lobby=

New ductwork=\$35,000.00 – Note, still no word in install.

Security- \$1,350.00 (would include cameras and wireless panic buttons and front desk panic buttons- Plus updates to existing system)

Staff

Attempting to pull together a “staff day” with Boxborough, Maynard, Clinton, Bolton, Hudson and Stow-

- How to deal with difficult patrons
- Team building
- Patron privacy on public access computers.

RFQ update

Meeting with Doug and Craig- “Scope of Services”

Final draft finished up to projected deadline date (end of November)

Questions (RFQ or RFP??)-Proposal sent to Town Building (because we are closed on Mondays)?

Questions- ME but what about Mondays?- Pull together final draft and meet with Bill.

Construction Grant Process

Contacted Lauren Stara from the MBLC she has agreed to attend a BoT meeting- Would next month work? What is the date of that meeting (as it falls on Veteran's Day)