

Minutes for Randall Library Trustees Meeting
11-12-2015
Randall Library

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

Absent: Ed Grund and Melissa Fournier (Library Director).

Marianne called the meeting to order at 7:30 p.m.

Guest: Kathleen Pavelchek

Public Comment: None

Secretary Report: The minutes from the 11-7-2015 meeting were accepted unanimously.

Timeline Discussion Regarding State Funding: Barbie shared a timeline that she had created noting steps needed to be taken in order for the Randall New Construction Project to be completed in time for the currently proposed application date. The timeline provided information that helped to open additional discussion regarding the whole process including what steps might be necessary. The timeline itself will continue to evolve as more is learned about the process.

Second Century Fund Candidates: The members reviewed the current makeup of the Second Century Fund Committee as well as the process of appointing new members. Tim Reed, Kathleen Pavelchek and Ed Norris are current members who are willing to continue and/or be reappointed but Ed Grund and Margaret Irwin have resigned. Names were provided to Kathleen Pavelchek so that she could connect with the patrons to determine their level of interest in serving on the committee. Kathleen is willing to make the calls as the Randall Library Friends Association will be appointing the newest members.

Library Survey: Bob reported that 169 surveys have been loaded onto the computer with the expectation that the returned surveys will be about 320. The Trustees were pleased with the 10% return. Town statistics which are necessary for qualifying information were obtained in Acton.

Chairman's Report: Marianne:

- Shared that the BoT can appoint members to the new Building Committee.
- Asked that members review the proposed budget request in preparation for the next Board meeting.

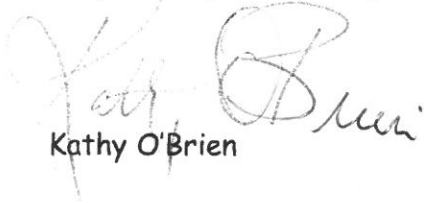
New Business:

- Barbie asked that a yearly calendar be created in order to make sure all Trustee tasks are done in a timely manner. The calendar will be addressed at the next meeting with special attention given to the Director's performance review.
- Tim asked that a Treasurer's report be part of the next meeting. It will be included.

Meeting adjourned at 8:46 p.m.

Next regularly scheduled meeting is December 2, 2015

Respectfully submitted,



Kathy O'Brien

Attachments:

Director's notes:

- Budget request form (5 pages).
- Circulation statistics (1 page).
- General notes (2 pages).

Barbie's Randall New Construction Project Plan proposed timeline (2 pages).

Board of Trustees Meeting November 12, 2015

Attendance:

Oct 2015=4416

Oct 2014=3213

Up by 37%

Days Open:

Oct 2015=23

Oct 2014=23

Circulation:

Totals for Oct (E and Print) 2015= 6,421 Total for Oct 2014=6,172

Up by 4%

Circulation breakdown Oct 2015

Print =5951

E-book=470

Circulation breakdown Oct 2014

Print=5,738

E-books=434

Database usage:

Freegal usage Oct 2015= 216 downloads, 26patrons

Freegal usage Oct 2014= 160 downloads, 18patrons

Up by 35%

Morningstar Oct 2015=21 Oct 2014=38 Down by 44%

Consumer Reports Oct 2015=, 4 users, 32 page views (Oct 2014=69 page views) Down by 50%

Mango Oct 2015=0 , Last month=2 (both for sign-ins and languages Last year=6, users, 8 languages

Ancestry/Heritage Quest

Oct 2015= 593 /items(usage)

Oct 2014=257 sessions/items(usage)

Up by 130%

Ancestry Heritage breakdown Oct 2015

Ancestry =269/items(usage)

Heritage Quest= 324 items(usage)

Ancestry Heritage breakdown Oct 2014

Ancestry =228/items(usage)

Heritage =29/items(usage)

Program Attendance

Total special programs=24 Total attendance=448

Regular Weekly Children's programs=10, attendance=268

Special Children's programs (includes YA afterschool and tutoring, and Afterschool events etc.)-13, attendance=173

Adult programs=1 , attendance=7

Notes:

Notes for Board of Trustees Meeting 11/11/2015

- 1) Behavior of afterschool Hale students is getting dangerous and out of control- Chris and I are going to schedule an appointment with the Hale principal- Would any Trustee like to attend that meeting with us?
- 2) Received E-readers (Kindle Paperwhites-5 of them) and laptop for patron use. Staff meeting on 12/1 (Postponed due to vacations/holidays) to discuss cataloging, lending procedures and uploading items.

Pre-Committee Deliverables			
Date Done	Action		Person/Gp. Responsible
Nov/Dec. 2015	Survey Tallied BoT discuss		
ongoing	Liaison to Bill, Selectmen Bld. Comm. Est'd. Focus Groups		
ongoing	PR re project		
Committee / Board Deliverables			
Date Done	Action		Person/Gp. Responsible
Jan. 27, 2017	Complete Application Delivered to MBLC		
Interim Dates	Application must include following: <i>Schematic drawings done including:</i> <ul style="list-style-type: none"> Floor plan + furnishing/equip layout Elevations as appropriate Tab. of square footages Tab. Of no.books, mgs, a/v materials comp'd to sq. footages on plan Tab. Of seats and staff work spaces comp'd. to no.s on archit plans <i>Est. Project Budget by indep. cost estimator</i> <i>Site plan</i> <i>Geotechnical survey - soil boring.etc.</i> <i>Haz materials report</i> <i>Stamped topographic land survey</i> <i>Map of existing and (if diff.) future lib site</i> <i>Proposed plan/schedule of funding</i> <i>Proposed project schedule from design to completion of construction (timeline)</i>		

Randall New Construction Project

	<i>Statement of need</i>			
	<i>Pictures of site and building</i>			
	<i>Copy of completed Mass Hist. Comm.Proj. Notification form submitted to MA Hist.Comm.</i>			
Oct.3 2016	LRP on file with MBLC			
Oct. 5, 2016	Letter of Intent submitted to MBLC			
Oct. betw.17 and 28	Application Workshop			
Jan.27, 2017	Application submitted to MBLC			
May 2017 and by 17-Jun-17	Receive construction approval grant funds, - Town Meeting			
	Independent review of grants by MBLC			
July 6 or 13 2017	Receive provisional grant from MBLC			
Dec. 31, 2017	Confirm local funding			
Note to Board of Trustees:				
1. Town meeting/approval dates for design and construction missing.				
2. Dates needed for interim steps, even if "owned" by Building Committee				
3. "Responsibles" column needs to be filled in				

FISCAL YEAR 2017 BUDGET REQUEST FORM

Revision Date: 11/10/2015

PART 1 - SALARY HISTORY AND BUDGET REQUEST

NOTES AND JUSTIFICATION

Detail Line Number	
FY 2017	
	Decrease in the hours of Library Aide 1 and Library Aide 2- In past budgets, due to lack of staff- Library Aides were expected to work every other Saturday and Children's Librarian was expected to work 1 Saturday a month in addition to regularly scheduled hours. This arrangement was in place when Stow's municipal workers had a union and it was "grandfathered in" within previous budgets. At the current time, with a reworked schedule for the Youth Services Librarian and extra hours provided to work Saturday by Library Aide 3- only 1 Saturday a month might be needed to be worked by Library Aides 1 & 2 for coverage for library programs.
	Additional line requested for vacation and sick leave coverage by other staff members
	Library Aide 3 out for 2 weeks=coverage by Library Aide 2 for 28 hours=\$536.76 coverage by Library Aide 2 for 28 hours=\$536.76
	Library Aide 1 out for 2 weeks=coverage by Library Aide 2 for 16 hours=\$306.72 and Library Aide 3 for 16 hours=\$285.76
	Library Aide 2 out for 2 weeks=coverage by Library Aide 1 for 16 hours=\$306.72 and Library Aide 3 for 16 hours=\$285.76
	Youth Services Librarian out for 2 weeks=coverage by Library Aide 3 for 28 hours=\$500.08 and Library Aide 1 or 2 for 28 hours=\$536.76
	Increase in listed hours for Youth Services Librarian, Library Aide 3 and Library Page reflect addition of paid holiday hours not previously calculated into budget figures.
FY 2016	

FISCAL YEAR 2017 BUDGET REQUEST FORM

PART 2 - EXPENSE HISTORY AND BUDGET REQUEST

Detail Line Number	Fiscal Year 2014		Fiscal Year 2015		Fiscal Year 2016		FY 2017 Budget Request	% Over 2016	% Over 2015
	Approp	Reserve Fund	Expended	Approp	Reserve Fund	Expended			
Utilities - Heating	6,000.00		5,252.51	6,000.00		5,875.99	6,000.00	0.00%	0.00%
Utilities - Electric	7,500.00		7,500.00	8,000.00		4,687.78	8,000.00	-37.50%	-37.50%
Repairs & Maintenance - Equipment	8,500.00		8,499.85	8,500.00	5,221.00	13,501.45	7,750.00	74.84%	59.41%
Repairs & Maintenance - Building								0.00%	0.00%
Repairs & Maintenance - Vehicles								0.00%	0.00%
Repairs & Maintenance - Streets								0.00%	0.00%
Rental / Lease - Equipment								0.00%	0.00%
Tax Collection Services								0.00%	0.00%
Payroll and Banking Services								0.00%	0.00%
Outside Services								0.00%	0.00%
Outside Services - Mapping								0.00%	0.00%
Advertising								0.00%	0.00%
Printing								0.00%	0.00%
Postage	100.00		0.00	100.00		0.00	100.00	0.00%	0.00%
Telephone								0.00%	0.00%
Laboratory/Water Analysis Expense								0.00%	0.00%
Network Membership Fee	20,838.00		20,827.00	21,082.00		21,614.00	21,500.00	-3.95%	-2.05%
Beaver Trapping and Related Costs								0.00%	0.00%
Maintenance Contracts - Equipment	1,500.00		1,434.51	1,500.00		1,185.00	1,500.00	0.00%	0.00%
Maintenance Contracts-Computer/Software								0.00%	0.00%
Supplies - Building	2,500.00		2,066.07	2,500.00		2,488.86	3,300.00	-47.62%	32.00%
Supplies - Office and Computer	5,000.00		4,998.00	5,000.00		4,863.32		0.00%	-100.00%
Supplies - Copier								0.00%	0.00%
Supplies - Crime Scene								0.00%	0.00%
Supplies - Medical								0.00%	0.00%
Supplies - Other								0.00%	0.00%
Municipal Grounds Expense								0.00%	0.00%
Uniforms and Clothing Allowance								0.00%	0.00%
Purchase of Books	11,000.00		10,895.23	6,000.00		5,981.24	6,000.00	0.00%	0.00%
Purchase of Library Materials								0.00%	0.00%
Travel and Meeting Expenses								0.00%	0.00%
Membership Dues and Subscriptions								0.00%	0.00%
Other Expenses								0.00%	0.00%
Professional Development				250.00		40.00	1,000.00	100.00%	100.00%
Recycling Expenses							250.00	100.00%	0.00%
Health and Safety Expenses								0.00%	0.00%
Forest Management Expenses								0.00%	0.00%
Minuteman Home Care Expenses								0.00%	0.00%
COA Health Expenses								0.00%	0.00%
Drop In-Center Expenses								0.00%	0.00%
Purchase of Equipment								0.00%	0.00%
Purchase of Furniture and Fixtures							15,000.00	100.00%	100.00%
Purchase of Computer Hardware								0.00%	0.00%
Purchase of Computer Software								0.00%	0.00%
TOTALS:	62,938.00	0.00	61,473.17	58,932.00	5,221.00	60,237.64	57,150.00	26.60%	22.77%

Please provide explanation of any Reserve Fund Transfers on next page, referencing Detail Line Number.

Total Salary and Expenses	FY2014	215,738.00	FY2015	218,588.80	FY2016	227,480.51	FY2017	249,696.51
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FISCAL YEAR 2017 BUDGET REQUEST FORM

P: 11 of 11

Revision Date: 11/10/2015

PART 2 - EXPENSE HISTORY AND BUDGET REQUEST

NOTES AND JUSTIFICATION

Detail Line Number	
FY 2017	<p>Other Expenses=\$1,000 for purchase of special supplies and craft materials for children's programs</p> <p>Purchase of furniture and fixtures=Replacement of damaged sinks and countertops in all 4 library bathrooms (\$12,000)- Replacement of lighting in reference area (currently, ballasts continuously burnout- high cost of replace and install 8ft bulbs- very energy inefficient) \$3,000?? (awaiting final quote from Mike Norton/Doug Hyde)</p> <p>Network Membership fee=Reduction in the amount of "seats" on the network from 3 to 2</p> <p>Utilities-Electric line reduced by \$3,000.00- utilities bills for the past years have been going down</p> <p>Building Repairs Maintenance- Will include updates to security system \$4,950.00 (current system is beginning to show problem- also the update would include 2 wireless panic buttons for staff security) and replacement of carpets on stairs (tripping hazard) and 2nd floor reference area-\$4,950.00</p>
FY 2016	

Handwritten notes: 2, memo

Handwritten note: Fixtures