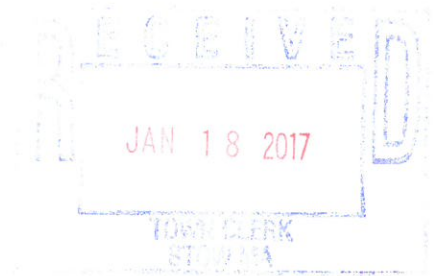


Randall Library Trustees  
Meeting Minutes



Date: Nov 9, 2016

Agenda:

1. Secretary Report - Approval of minutes - Rick (5 min)
2. Follow up on Action Items from Last Meeting - Marianne (15 min)
3. Director Report - Highlight of specific areas based on written report - Melissa (10 min)
4. Approval of Donation Policy - Barbie (10 min)
5. Planning Special Session on Future of Libraries - Marianne (30 min)

Attendance:

Marianne Sharin, Chair  
Barbie Wolfenden, Vice Chair  
Rick Lent, Secretary  
Maureen Busch  
Tim Reed, Treasurer  
Kathy O'Brien  
Melissa Fournier, Director  
Bob Katz

Decisions:

Donation Policy accepted.

Action Items:

Action Item	Responsible	Due date	Completed
Discuss plans for public forum on the restoration with the committee	Barbie	On agenda for Nov meeting of Restoration Comm	
Financial review for disbursement from trust	Tim	Dec	
Continuing to lease or buy the copier. Discuss with Friends.	Melissa	Dec	
Annual budget planning to be reviewed at Dec meeting	Melissa	Dec	
Finishing details on bathroom renovation, holes in wall, leg support	Melissa		

**Minutes**

Called to order at 7:44

1. Secretary Report - Approval of minutes - Rick (5 min)
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1. Secretary Report - Approval of minutes – Rick  
Approved with correction (date).

2. Follow up on actions from last meeting which were:

Action Item	Responsible	Due date	Completed
Barbie and Melissa to complete revisions to Donation Policy	Barbie		Yes
Marianne checking on town-wide paper distribution	Marianne		Done
Talk to Craig Martin about future uses of fire station re. library needs	Marianne		In process
Discuss plans for public forum on the restoration with the committee	Barbie	On agenda for Nov meeting	

3. Director Report –

See attached. Points highlighted by Melissa in meeting were:

- Summary of website usability study.
- On usability statistics, we were only open for 21 days in Oct.
- Review of questions re. collection boxes in lobby. Suggestion: check if other libraries/town have a policy.
- New sinks are great.
- Request for additional transfer of \$15,000 for the next six months. This will come from the trust, to be reviewed in January. It may be provided in more than one disbursement.
- Question of copier lease versus purchase...discussion of lease vs buy. Could we get a better machine? Maybe change vendors? Melissa to talk with Friends.
- Signature on funds are being updated.

4. Approval of Donation policy

Move to accept with changes as agreed in last meeting.

Moved and second. Approved unanimously.

5. Plan special session on future of library

We have worked with the results of the survey we conducted last year. Many items on that survey have been addressed. Now we need to look further ahead.

Want to invite a selectman. Need clear agenda.

Focus on what the library means to the town in the future...not necessarily the building but rather the concept for our direction. A 3-5 year strategy/vision for the library.

Tim: this would help us prepare an updated 5 year plan for the library commissioners.

January 14 set as the date. From 10-2 at library.

Discussion of communication plans for the restoration.  
How will the Trustees support the committee? We see the need for this. But when will it happen? There should be a discussion on Monday with the architect.  
January and March forums recommended.

Meeting adjourned at 9:03  
We then toured the new bathrooms...

Minutes respectfully submitted: Rick Lent

## Director's Report

### Board of Trustees Meeting November 9, 2016

#### Attendance:

October 2016=4038

October 2015=4416

**Down by 8 %**

#### Days Open:

October 2016 =21

October 2015=23

#### Circulation:

**Totals for October (E and Print) 2016= 6034 Total for October 2015=6421**

Circulation breakdown October 2016

Print = 5,439

E-book=595

Circulation breakdown October 2015

Print=5951

E-books=470

**Down by 6 %**

#### Database usage:

**Freegal** usage October 2016- downloads=1064, patrons=44

Breakdown of Freegal October 2016

Standard Freegal= Patrons-24 downloads-240

Streaming Freegal= Patrons -20 Streamed songs -824

Freegal usage October 2015- downloads=216, patrons=26

**Up by 392%**

#### **Consumer Reports**

October 2016= users,-5 page views= 77

October 2015= users-4, page views=32

**Up by 140%**

**Mango** October 2016= 6 sessions, languages- 1 October 2015= 0 session, languages =0

**Up by 500%**

#### **Ancestry/Heritage Quest**

October 2016=350 sessions /items(usage)

October 2015= 593 sessions/items(usage)

**Down by 40%**

Ancestry Heritage breakdown October 2016

Ancestry = 262 items(usage)

Heritage Quest= 88 items(usage)

Ancestry Heritage breakdown October 2015=593

Ancestry = 269 /items(usage)

Heritage =324 /items(usage)

#### Program Attendance

Total special programs=29 attendance=511

Regular Weekly Children's programs=9 attendance=189

Special Children's programs (includes YA afterschool and tutoring, and Afterschool events etc.)-, 13 attendance=237  
Adult programs=7, attendance=85

**Notes:**

**Questions for discussion:**

We have a policy for bulletin board posting (in a nutshell 8.5 by 11, must be a non-profit, library programs take priority) – However- we have never created either a written or unwritten policy on promotions for fundraising for non-profits with collection boxes posted in the lobby areas. So- Should we allow non-profit organizations (such as schools, or religious organizations (and the schools associated with them) to have collection boxes positioned in the library lobby areas?

**Financials**

State compliance for FY2017=\$46,276.78

Spending to date=\$23,618.14

Must spend by end of June 2017=\$22,658.64

Current balance available to spend in checking account=\$13,669.25

(Note: on average spending=\$4,189.57 on books and materials per month- But this can fluctuate due to large initial payments for database renewals and bulk magazine renewals at the beginning of the fiscal year- Average per month spending will begin to drop back from now to end of fiscal year on "books and materials"- but "programming" expenses (which the Family Federal account covers until the account is reimbursed by the Friends and Cultural Council grants by the end of the summer reading programs) will begin to pick up some of the available "books and materials" funding before the end of the fiscal year)  
Additional transfer of \$15,000.00 or more requested by December in order to cover all expenses.

**Copier**

Recommendation to purchase a copy machine. Friends support this and have agreed to fund/ find funding the project if the Board approves.

Cost of copier-\$2117.00-\$2495.00

**Platinum Service Contract (inc. all parts, labor, drums, toner, and travel fees.)**

**Kyocera M3540isdn System**

\$500.00/yr. or 20000/pgs.

3 year discounted plan \$1200.00 for 3 years or 60000 pgs. (must be paid in full to receive discount)

**Kyocera FS6525 System**

\$600.00/yr. or 20000/pgs.

3 year discounted plan \$1500.00 for 3 years or 60000 pgs. (must be paid in full to receive discount)

**Facilities**

Both improvements to the bathroom and the new lighting continue to get a positive patron response.

Attended a recent meeting of the committee in charge of overseeing the use of the old fire station, town garage and Town Hall. Linda Hathaway mentioned that she has already mentioned to the Selectmen that the library will need additional parking, and they have agreed to allow library patrons to park on the old fire station grounds most especially (since the firemen are still continuing to clean and vacate their old facilities and patrons should be discouraged to block the bay doors) the spaces to the Hartley Road side of the building.

### **Staff**

Olivia continues to be a good fit, both as to how she interacts with patrons and staff and how quickly she learns library services. When Pat was recently on vacation she completed the bulk of the libraries cataloging and book processing without any difficulty and managed to get the newly purchased books on the shelves within 24 hours of delivery.

### **Programs/attendance**

Attendance on 10/7/- was only 82 people- which is low for a Friday- We were informed that there had been a rumor of "crazy clowns" coming to the library.- No...there were no clown sightings on that day or any other day.