

2-17-2016 Minutes for Randall Library Trustees Meeting
Randall Library

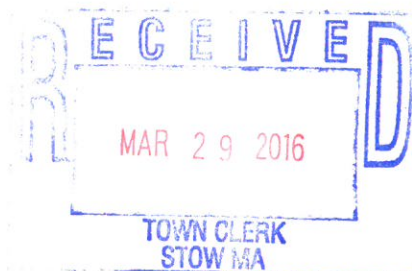
Present: Marianne Sharin (Chair), Rick Lent, Barbie Wolfenden, Kathy O'Brien, Bob Katz, and Melissa Fournier.

Absent: Tim Reed

Marianne called the meeting to order at 7:06 p.m.

Guest: None

Public Comment: None



Secretary's Report: The minutes from the 1-28-2016 meeting were accepted unanimously.

Treasurer's Report: The Board reviewed the Statement of Sources & Uses of Funds, CY'15 that was submitted for placement in the Annual Report. There was some concern regarding the information shown and how it might not be understood by those viewing it. Transparency is a primary goal for the Board.

Following a lengthy discussion, it was decided that Bob and Rick would rework the first draft. Bob would send it to Board members to gather input (no group discussions...only single responses to Bob) and the Board will review at the next regularly scheduled meeting and vote on the new version.

Director's Report: Melissa:

- Said that the Randall Building Committee had a walk through the evening before and that she was eager to share the RFQ responses with them.
- Reviewed the statistics and spoke of the possible change from the database Morningstar to Hoopla.
- Noted that Bill Wrigley wanted \$1,000.00 removed from the utilities portion of the library budget as the cost of fuel continues to decrease. The Board noted that it was a change in their approved budget.
- Shared that a FinCom Reserve Fund Transfer Request to the Randall Library's Repairs Maintenance Building budget line item (#62420) for \$4,795.13 to cover all the invoices for the unexpected HVAC repairs from 7/17/2015-10/22/2015 was only approved for \$3,895.13. She is concerned that landscaping would need to be deleted from current plans due to the \$900.00 difference.

Chairman's Report: Marianne:

- Noted the steady increase of attendance.
- Noted that circulation shows a trend upwards.

Chairman's Report: Marianne:

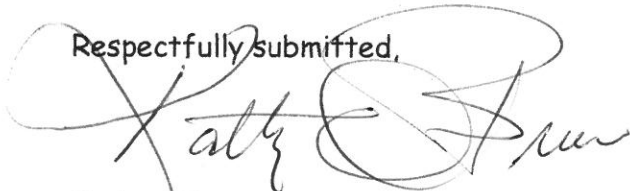
- Noted the steady increase of attendance.
- Noted that circulation shows a trend upwards.

Old Business: A review of the Independent article on the Survey results. Editing ideas were suggested. A Cloud illustration and/or a picture to accompany the article were considered but the use of the Town seal was voted to be included instead. The members unanimously approved. Barbie noted that she will be placing the report in the Independent at the earliest possible time.

Meeting adjourned at 9:06 p.m.

Next regularly scheduled meeting is March 9, 2016.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Kathy O'Brien', written over the typed name below.

Kathy O'Brien

Attachments:

Director's notes including statistics
Current Scheduled Programs for 2016
Statement of Sources & Uses of Funds, CY'15 v1

Statement of Sources & Uses of Funds, CY'15:**January 1, 2015 Opening Balance** \$ **648,797.04****Sources of Funds:**

Contributions and Donations

Second Century Fund	\$	8,000.00
Randall Library Friends	\$	3,935.00
Hale High School	\$	14,000.00
Stow Cultural Council	\$	2,500.00
Miscellaneous	\$	799.88
Stow Garden Club		300.00
Mutt-i-grees Grant		250.00

Net Investment Income \$ 20,512.49

Capital Gain \$ (16,511.11)

Total \$ 33,786.26

Uses of Funds:

Books	\$	25,080.04
Periodicals	\$	4,323.75
Reference	\$	392.66
DVD	\$	2,656.00
Programming	\$	3,387.03
Audio	\$	3,213.19
Copier	\$	2,001.25
Music CDs	\$	1,114.78
E-Books	\$	164.86
Databases	\$	8,003.00
Misc		36.91

Total \$ 50,373.47

December 31, 2015 Ending Balance \$ **632,209.84**

Current Scheduled Programs for 2016:

Thursday, Jan 14th, 7:00pm-Author reading with Kirk Westphal- author of "No Ordinary Game"-

Saturday, Feb 6th, 2:00pm- Chinese Brush Painting with Sharon Wu

Saturday, Feb. 13th, 2:00pm- Rhythm Room family music event

Saturday, March 19th, 2:30pm -The Women of King Phillip's War history lecture with Ed Lodi (National Women's History Month)

Thursday, March 24th, 7:00pm- The Ivy Leaf Band- Irish Music (<http://www.ivyleafmusic.com/> for videos)

Saturday, April 2nd, 2:00pm- Solo Piano with Dan Kennedy (<http://www.dankennedy.us/>)

April 8th- Bill Wikey and Joy Wodziak set up ceramics exhibit ""Writers & Poets, Family & Friends",
Pieces to exhibit: H.D.Thoreau, Tolstoy and the new Randall piece (*Writers & Poets*); great-Grandad, the center-piece (*Family*); *Friends* would be everyone that joins us and, if room, the 3 Kalavela/Finnish pieces.

Saturday, April 9th, 2:00pm- Turtle's New Home- puppet show and family nature walk-sponsored by funding from the Alice Eaton Fund.

Saturday, April 16th, 2:00pm-Local History Lecture with Katherine Hamilton- " Native Americans of New England- The Nipmuc" (Stow Girl/Eagle Scout partnered with the Stow Historical Society)

April 18th-July 15th- Art Exhibit with ceramicists Bill Wikey (born and raised in Stow-currently resident of NJ)-"Writers & Poets, Family & Friends"

Thursday, April 21st, 6:30pm -Edible Perennial Gardens and Landscaping with John Root

Saturday, April 30th, 2:00pm- Poetry Reading (National Poetry Month)

Thursday, May 5th, 7:00pm-Author reading with Peter Zheutlin- author of "Rescue Road: One Man Thirty Thousand Dogs and a Million Miles on the Last Hope Highway"

Thursday, May 12th, 6:00-8:00pm-An Evening with Ceramicist Bill Wikey (Reception, lecture, refreshments)

Saturday, May 14th, 2:00pm-The Fort Mercer Rescue ("The Finest Hour") with Coast Guard Crew Member Ed Mason Jr.- Local Stow resident Ed Mason Jr. was a Coast Guard sailor on the *Yakutat* that helped rescue the crew members of the Fort Mercer (One of the ships featured in the new movie "The Finest Hour")

Saturday, June 4th, 2:00pm- Chinese Brush Painting Workshop with Sharon Wu

Saturday, June 21st, 2:00pm t-Author Reading with Diane Sullivan author of "Please Can We Keep the Donkey?" animal rights lawyer and founder of the Shadow Fund
(http://www.eagletribune.com/news/local_news/shadow-was-his-only-friend/article_61c10a95-df23-5ae9-b2fa-f63cacd04773.html)

Wednesday, June 22nd, 12:30pm- Eat Like a Rainbow, with Jay Mankita- Family musical event-sponsored by funding from the Alice Eaton Fund <https://eat-like-a-rainbow.bandcamp.com/>

Thursday, July 28th, 7:00pm- Author reading and art exhibit with Fred Levy author and photographer of "The Black Dog Project" (<http://caninenoir.tumblr.com/>)

Board of Trustees Meeting February 10, 2016

Attendance:

Jan 2016= 3751

Jan 2015=3022

Up by 24%

Days Open:

Jan 2016=21

Jan 2015=19

Circulation:

Totals for Jan (E and Print) 2016=6653 Total for Jan 2015=6003

Up by 10%

Circulation breakdown Jan 2016

Print =6066

E-book=587

Circulation breakdown Jan 2014

Print=5524

E-books=479

Database usage:

Freegal usage Jan 2016=296 downloads, 30 patrons

Freegal usage Jan 2015= 142 downloads, 17 patrons

Up by 108%

Morningstar Jan 2016 Logins=3, pageviews=30 , Jan 2015= Logins=5, pageviews=10

Up by 200%

Consumer Reports Jan 2016 users=6, page views=81 , Jan 2015 users=13 page views=157

Down by 48%

Mango Jan 2016 sessions=0 languages =0 – Jan 2015=--sessions0=, languages=0

Even

Ancestry/Heritage Quest

Jan 2016=777 /items(usage)

Jan 2015=255 sessions/items(usage)

Up by 204%

Ancestry Heritage breakdown Jan 2016

Ancestry =67/ items(usage)

Heritage Quest= 710 items(usage)

Ancestry Heritage breakdown Jan 2015

Ancestry =153 /items(usage)

Heritage =102 /items(usage)

Program Attendance

Total special programs=22 Total attendance=399

Regular Weekly Children's programs 10=, attendance=218

Special Children's programs (includes YA afterschool and tutoring, and Afterschool events etc.)-11, attendance=113

Adult programs=1, attendance=8

Same amount of programs (22) as last year but attendance is **up by 28**

Notes:

A Garaventa mechanic and a State inspector came in to look at/inspect the lift on Jan. 21st. We passed inspection for 2016 but the piston shaft is leaking and broken and requires cleaning and refilling yearly/twice yearly. The cleaning and refilling of oil for the pistons is part of our service agreement but we will need to look into the serviceability of the current lift situation. I have requested the cost for replacing the piston packing, and replacement of damaged pipes as well as the cost of a new lift for a comparison. The question is...would it be worth it to replace the lift at the present time, or pay for the cost of yearly/twice piston packing replacements over a 5-7 year span?

Meeting with Bill Wrigley on 1/29/2016 went well- Everything suggested in the tentative FY2017 budget was approved. However-Bill is looking to take an additional \$1,000 out of the Heating and Electric line items-This would be on top of the \$3,000 that I already suggested to take out of the Electric line. I am awaiting his tentative reworking of the library's FY2017 budget. He said that he is taking money from every departments budgets for utilities since the cost of electric and gas is going down. NOTE: We proactively took out money in advance of the meeting which he had originally not noticed- but it was appreciated once it was pointed out. Details at the BoT meeting if requested .

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