

**3-9-2016 Minutes for Randall Library Trustees Meeting**  
Randall Library

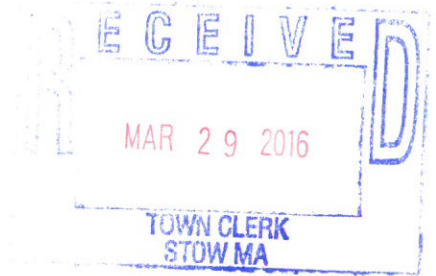
**Present:** Marianne Sharin (Chair), Rick Lent, Barbie Wolfenden, Kathy O'Brien, Bob Katz, and Melissa Fournier.

**Absent:** Tim Reed

Marianne called the meeting to order at 730p.m.

**Guest:** None

**Public Comment:** None



**Secretary's Report:** The minutes from the 2-17-2016 meeting were accepted unanimously with amendments.

**Director's Report:** Melissa:

- Shared the progress she has made with the lighting concerns. New lighting will be more aesthetically pleasing and energy efficient. Work includes being proactive with Hudson Power & Light and Arnie Epstein's energy group.
- Presented an update on the Historic Renovation Committee. Six companies provided submissions to the RFQ. Barbie added that Tom Lam had established criteria to rate the submissions and the committee will review their results on March 14. The final three candidates will be interviewed on March 22.
- Reviewed the capital projects. She received invoices of \$16,500 for bathroom renovations which were \$4,000. more than expected. Following a discussion with the Town Manager, it was determined that the extra funds would come from the current library budget.

**Treasurer's Report:** Bob:

- Presented a revised Randall Library 2015 Annual Report which he created with Rick.
- Was highly praised by the members for making the report clear and concise for readers of the Town Report.
- Shared that some of the financial information on the Stow Town Page regarding the library needed updating.
- Noted that the "5%" rule is not part of the original trust to determine use of the funds.
- Voted with the Board to unanimously accept the report as amended.
- Said he would submit a copy to the Town.

**Chairman's Report: Marianne**

- Asked that the review of trust accounts be tabled until Tim could attend to provide the information. Unanimously approved.
- Reported on the presentation that she and Melissa had the previous night with the Board of Selectmen. The meeting was to present the state of the library and to answer any questions the Selectman might have. It was determined to be a successful meeting.
- Asked to have the agenda item regarding the next steps for community involvement tabled to another time. The survey results gave the Board much insight into the town's wants and needs for the library. A meeting to solely address possible steps for future forums, focus groups, and other means to get, and provide, information from/to the town was scheduled for March 22, 2016 at 7:30. Unanimously approved.
- Possible future positions for the Board were discussed as was the need to find an additional member for the Board.

Meeting adjourned at 9:05p.m.

Next regularly scheduled meeting is April 13, 2016 at 7:30.

Respectfully submitted,

  
Kathy O'Brien



**Attachments:**

Director's notes including statistics  
Randall Library 2015 Annual Report  
Invoices for bathroom repairs

### **Randall Library 2015 Annual Report**

The Randall Library is a public institution owned by the Town of Stow and funded primarily from tax revenues to pay its staff and operation through the annual town budget. You can find more about these items in the town's budget as reported elsewhere in this Report. In addition, the Library receives private contributions and donations from local sources which are used to purchase media, materials and some library programs. The 2015 contributions/donations are listed in the chart below.

A separate entity, The Randall Library Trust Fund, is maintained to provide supplemental funds to purchase books, access to various media databases and other materials as requested by the Library Director and approved by the Library Trustees.

Each year, the library uses the donations and contributions, and draws a portion of the Trust Fund for approved supplemental expenses, subject to the investment performance of the Fund. In calendar year 2015, \$50,373 were provided to the Library representing approximately 22% of total Library expenses in this period.

#### ***Randall Library External Funding***

##### **Source and Use of Funds (In Dollars)**

**Opening Balance (1/1/2015)** \$648,797

##### **Plus: Sources of Funds**

##### **Contributions & Donations:**

Second Century Fund	\$8,000
Randall Library Friends	\$3,935
Hale High School	\$14,000
Stow Culture Council	\$2,500
Miscellaneous	\$800
Stow Garden Club	\$300
Mutt-i-grees Grant	\$250

##### **Randall Library Trust:**

Investment Income	\$20,512
Capital Gain/(Loss)	\$(16,511)

**Total Sources of Funds** \$33,786

##### **Less: Uses of Funds**

Books, Databases, Periodicals and Other Materials	\$50,373
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**Ending Balance (12/31/2015)** \$632,210

## **Board of Trustees Meeting March 9, 2016**

### **Attendance:**

Feb 2016= 3408

Feb 2015=3487

**Down by 2.2 %**

Note: On 2/5/2016 there was a snowstorm and only 29 people visited the library

### **Days Open:**

Feb 2016 =21

Feb 2015=20

### **Circulation:**

**Totals for Feb (E and Print) 2016=5903 Total for Feb 2015=5860**

**Up by 0.7%**

Circulation breakdown Feb 2016

Print = 5368

E-book=535

Circulation breakdown Feb 2015

Print=5418

E-books=442

### **Database usage:**

**Freegal** usage Feb 2016= 249 downloads, patrons=27

Freegal usage Feb 2015= 132 downloads, patrons=18

**Up by 88 %**

**Morningstar** Feb 2016 Logins=0, pageviews=0 Feb 2015= Logins=0, pageviews=0

**Consumer Reports** Feb 2016=10 users, page views=190 , Feb 2015= 7 users, page views 66

**Up by 187%**

**Mango** Feb 2016=4 sessions, 3 languages – Feb 2015= 1 session, languages =1

**Up by 300%**

## **Ancestry/Heritage Quest**

Feb 2016= 203 /items(usage)

Feb 2015= 530 sessions/items(usage)

### **Down by 61%**

Ancestry Heritage breakdown Feb 2016

Ancestry =81 items(usage)

Heritage Quest=122 items(usage)

Ancestry Heritage breakdown Feb 2015

Ancestry = 91/items(usage)

Heritage = 439/items(usage)

## **Program Attendance**

Total special programs=18, attendance=285

Regular Weekly Children's programs=9, attendance=179

Special Children's programs (includes YA afterschool and tutoring, and Afterschool events etc.)-8, attendance=93

Adult programs=1 , attendance=13

## **Notes:**

RFQ received 6 submissions. Randall Building Restoration Committee has had 2 meetings so far- They plan on narrowing the results to 3 candidates by their March 14<sup>th</sup> meeting and begin interviews at 6:30pm on March 28<sup>th</sup>. They hope to be able to grant the award by early April and the firms who have made submissions have been informed of that.

Meeting with Capital Planning went well. I am currently tracking down invoices from the Building Department on their previous bathroom renovations to present as evidence to Cap Planning for justification of tentative pricing. *- Invoice made estimate more like 16,500.00 - contacted Cap Plan*

Personal note: Library Aide Janet Ellis had a new grandchild (Henry David) 2/25- She is very excited- congratulations by the Board would be appreciated (if members get a chance)

Marianne and Melissa met with the Board of Selectmen for a "State of the Library" presentation on 3/8/2016

Planning to close the library on the morning of *4/15/2016* for an on-site "Staff Development Day" (possibility in conjunction with Clinton and Maynard library staff). Topics to explore are: "How to Deal

*with Difficult Patrons”, “Team Building for Small Library Staff”, “How to Help Patrons Protect Their Privacy on Public Access Computers”, “How Best to Use Encore and the Commonwealth Catalog Collections”.* Lunch will be provided onsite with what remains of the “Professional Development” funding in the library’s budget (\$85.00)

# Invoice

AUCOIN ENTERPRISES  
120 TAYLOR ROAD  
STOW, MA 01775  
(978) 897-3294  
License # 056469  
Registration # 103093

RECEIVED  
SEP 10 2015

9/9/15

Building Dept.  
Town of Stow, MA

Proposal Submitted to:  
Town of Stow  
Building Department  
380 Great Road  
Stow, MA 01775

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

Town Hall Bathroom Vanity

Construction Labor:	2 bathrooms	\$920.00
Construction Materials:		\$150.00
Vanity Tops:		\$2,630.00
Debris Removal:		\$75.00
Total:		\$3,775.00
Paid:		\$1,000.00
Remaining Balance:		\$2,775.00

Town Blog  
1st Fl Bathrooms  
Remodel - Siniks

0200-10-192-60-62420-0000

OK FOR PAYMENT

*[Signature]*  
09/14/15

**INVOICE**

6818

978-897-9593

TO

Town of Snow  
Building Dept.

DATE 7/3/15 JOB NO. \_\_\_\_\_

JOB NAME \_\_\_\_\_

JOB LOCATION \_\_\_\_\_

TERMS

	DESCRIPTION	PRICE	AMOUNT
>	TOWN BLDG - 1 <sup>st</sup> FL BATHROOM RENOVOL MENS & LADIES		
MATERIAL	FAUCET HARDWARE 4@ \$250 =	\$	1,000
	SINK VALVES (Mixing) 4@ \$100 =		400
	FLEX LINES 4@ 25 =		100
	TRAPS 4@ 80		320
	Misc —		250
	URINAL & VALVES 1@ 1,000		1,000
	VALVES 8@ 25		200
LABOR		\$	2,200
>	Building Maint & Repair		
	OK FOR PAYM		
	AS 7/10/15		
	TOTAL =		5,470
	0100-10-192-60-602420		2 bath

THANK YOU