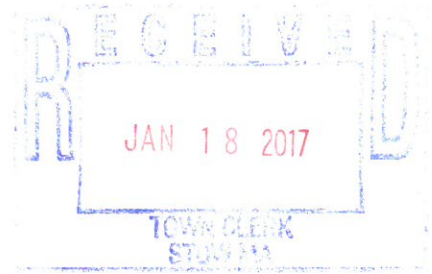


Randall Library Trustees
Meeting Minutes

Date: August 10



Agenda:

1. Public Comment (5 min)
2. Secretary's Report - Acceptance of minutes - (Rick Lent)
3. Directors Report Highlights (Melissa)
4. Treasurer's Report (Tim)
 - Correspondence from Selectmen
5. Update from Restoration Committee (Barbie/ Melissa)
 - Results from Aug 8 meeting
 - Fireplace Concerns
6. Chair Discussion (Marianne)
 - Looking ahead and the vision of the Randall Library
 - Establishing the framework for discussion

Attendance:

Barbie Wolfenden, Vice President
Maureen Busch
Rick Lent, Secretary
Tim Reed, Treasurer
Melissa Fournier, Director

Decisions:

- Accept Report of Trust Funds 7/15-6/30/16. as submitted. Unanimously accepted.
- \$10,000 to be withdrawn from Vanguard Windsor for the purpose of library materials. Unanimously accepted.

Minutes

1. Public Comment (none)
2. Secretary's Report - Acceptance of minutes - (Rick Lent)
Unanimously accepted.
3. Directors Report Highlights (Melissa)
 - Three strong candidates for the open position. Second interviews to be schedules. Interviews could include a board member. Melissa to let us know the schedule.
 - Circulation level has been maintained with a small increase year over year (July 2015-July 2016).
 - Windows issues: Inside the metal drains, there may be periodic leaking.
 - Lighting update. "Light Tech" contract sent out by town and once contract

is signed, worked can be begin.

4. Treasurer's Report (Tim)

- Correspondence from Selectmen. Treasurer to be authorized on all our accounts. Auditors thought this should be done as it would help our town bond rating. By mid October we should be in compliance. Tim to indicate to Treasurer/Collector the schedule.
- Report of Trust Funds 7/15-6/30/16. Note that the calendar year report goes into the town report. This can have more annotation and explanation. This FY report is for the purpose of closing the town's books for the year. See report attached.
- Barbie moved to accept report as submitted. Unanimously accepted.
- Tim also presented the Fund Summary Statement providing an overview of fund status/amounts as of June 30. Discussion
- Barbie moved to take \$10,000 from Vanguard Windsor for the purpose of library materials. Unanimously accepted.
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5. Update from Restoration Committee (Barbie/ Melissa)

- Results from Aug 8 meeting. Brought in architect/engineer with blueprints. Explored possibilities. No decisions as of yet.
- Fireplace discussion included costs for repair of chimney whether fireplace is working or not. This will be expensive. Fireplace as working fireplace is unusual. Even a working glass fireplace has drawbacks. Creating a more environmentally sound semi-circular window is expensive and may require some community input on any changes. Any changes to this window would affect the historical accuracy.
- The HVAC ductwork will be visually difficult for the time being.
- Barbie raised importance of holding a public forum.
- Melissa to contact CPC regarding progress on restoration committee's progress.

6. Chair Discussion (Barbie)

- Looking ahead and the vision of the Randall Library
- Establishing the framework for discussion. Initial comments follow:
 - A little place for coffee or tea
 - Better marketing: one of those digital screens in the lobby. Better web presence.
 - More of a community gathering point.
 - Carrels where you can sit and work on a computer with no visual distraction.
 - Closing off some rooms for sound-proofing.
 - Do we stay in this building or not? But there are implications for the historic building. The last set of plans provided 10,000 square feet of usable library facility. Today we have 8000 feet and not completely usable.
 - Better wifi system.

- More natural light.
- Visibility outside...improving lighting on sign and taking down the hedge.
- What improvements can we make short term to improve visibility, usability and branding while we design the new library.

Move to adjourn: Unanimously accepted at 8:38.

Minutes respectfully submitted: Rick Lent

Randall Library FY16 Financial Report
Sources of Funds:

Contributions and Donations

Stow Community Chest	\$	2,500.00
Friends of the Randall Library	\$	1,800.00
Stow Cultural Council	\$	650.00
Second Century Fund	\$	8,000.00
Minuteman Library Network	\$	124.05
Individual Donations		5,480.00
Grants		1,350.00

Net Investment Income \$ 22,795.81

Capital Gain/(Loss) \$ (41,358.12)

Total \$ 1,341.74

Uses of Funds:

Books	\$	(26,479.70)
Periodicals	\$	(2,264.95)
Reference	\$	(207.96)
DVD	\$	(3,412.64)
Programming	\$	(4,606.68)
Audio	\$	(3,110.23)
Copier	\$	(1,658.75)
Databases	\$	(4,300.00)
Music	\$	(1,179.20)
Games/Objects	\$	(375.00)
Misc		(36.91)

Total \$ (47,632.02)

June 30, 2016 Ending Balance \$ **618,889.57**