

Randall Library Trustees
Meeting Minutes

Date: September 14

Agenda:

1. Secretary Report - Approval of minutes - Rick
2. Director Report - Highlight of specific areas based on written report - Melissa
3. Presentation and Approval of staff replacement – Melissa
4. Review and vote on donations policy. Barbie
5. Progress on Restoration - Barbie & Kathy
 - a. Inform where the subcommittee is presently
6. Communication to community on Randall Library - Marianne
 - a. How should communications be done?
 - b. Reviewing the survey information received against the Restoration project
Where is there overlap? Where are there gaps?
 - c. Involving community in dialogue. Mechanism, Targeting times for full participation
7. Discuss a specific meeting to develop a strategic mission for the Randall Trustees.

Attendance:

Marianne Sharin, Chair
Barbie Wolfenden, Vice Chair
Rick Lent, Secretary
Maureen Busch
Kathy O'Brien
Melissa Fournier, Director

Absent: Tim Reed, Bob Katz

Decisions:

Approval of offer to new staff member.

Action Items:

Action Item	Responsible	Due date	Completed
Barbie and Melissa to complete revisions to Donation Policy	Barbie		
Barbie updating article to paper.	Barbie		
Marianne checking on town-wide paper distribution	Marianne		

Minutes

Meeting called to order at 7:30

1. Secretary Report - Approval of minutes – Rick
 - Accepted unanimously.
2. Director Report - Highlight of specific areas based on written report – Melissa
 - Bathroom counter tops and sinks to be redone in stone.
 - We also reviewed the lighting which looks great.
 - Discussion of possible new microfiche reader.
 - Library lighting: Due to need to redo lighting installation, we may ask Hale Fund to cover expense as it is the reference area. Installation was at direction of Building Dept. Green Fund wants to be reimbursed for expenses.
 - Trends of circulation and attendance to be presented to Selectman so they see attendance and improvements. There's been a lot going on that needs to be acknowledged and known.
3. Presentation and Approval of staff replacement – Melissa
 - Offer letter to be sent to candidate.
 - Questions: Date on offer letter? Start date Oct 4? Salary to be set at a rate commensurate with experience and education.
 - Move to approve the offer to the candidate, Olivia Sederlan. (Barbie).
Second, Maureen. Approved unanimously.
4. Review and vote on donations policy.
 - Barbie and Melissa to review changes and bring back revised version to next meeting.
5. Progress on Restoration - Barbie & Kathy
 - a. Next meeting with committee in October
6. Communication to community on Randall Library - Marianne
 - Multiple articles in paper. Focus on town-wide edition of paper
 - Discussion of holding a forum to involve the town in progress on restoration plus a variety of articles. Maybe do this in conjunction with Stow Historical Society. Possibly tie to birthday celebration.
 - Draft article discussed to be revised and submitted to the paper.
7. Discuss a specific meeting to develop a strategic mission for the Randall Trustees.
 - Nov 19 proposed. 10-1PM

Meeting adjourned at 9:13.

Minutes respectfully submitted: Rick Lent

Director's Report Board of Trustees Meeting September 14, 2016

Attendance:

August 2016=3573

August 2015=3000

Up by 19%

Days Open:

August 2016 =18

August 2015=16

Circulation:

Totals for August (E and Print) 2016=6785 Total for August 2015=6297

Circulation breakdown August 2016

Print = 6145

E-book=640

Circulation breakdown August 2015

Print=5789

E-books=508

Up by 7%

Database usage:

Freegal usage August 2016- downloads=1436, patrons=40

(We now have streaming as well as regular Freegal downloads-

Breakdown of Freegal August 2016

Standard Freegal= Patrons-24 download-236

Streaming Freegal= Patrons -16 Downloads-1200

Freegal usage August 2015- downloads=241, patrons=24

Up by 495%

Consumer Reports

August 2016=4 users, page views=31

August 2015= 4 users, page views=49

Down by 36%

Mango August 2016= 7 sessions, 2 languages – August 2015= 0 session, languages =0

Up by 700%

Ancestry/Heritage Quest

August 2016= 651/items(usage)

August 2015= 0 sessions/items(usage)

Up by 6000%

Ancestry Heritage breakdown August 2016

Ancestry = 321 items(usage)

Heritage Quest=330 items(usage)

Ancestry Heritage breakdown August 2015

Ancestry = 0 /items(usage)

Heritage = 0 /items(usage)

Program Attendance

Total special programs=18, attendance=247

Regular Weekly Children's programs= 9 attendance=154

Special Children's programs (includes YA afterschool and tutoring, and Afterschool events etc.)-5, attendance=63

Adult programs=4, attendance=30

Notes:

Facilities

New/brighter lights have been installed throughout the library (patron reaction has been positive) in all areas but the old section of the building due for restoration with CPC funding. The current configuration of the lighting in the reference area of the section floor will be rehung. This will require funding, I will be using State Aid monies or Hale Reference funds to pay for it. Work to be completed 9/19

Recent contact from Hale Reference Trust Fund personnel- I will be attending a meeting with them on 9/15/2016. Will be asking for materials (roughly \$13,000.00) and lighting (\$3,100) funding and will be running past them the idea of funding a new desktop Microfiche/film reader (roughly \$1,143.00-\$1,393.00) and/or a new computer and printer for the reference area.

Warren Security installed a new security system . This includes 2 panic buttons wired directly to Warren and the Stow police an "ambush code" and a more efficient and updated system.

Spoke with John Aucoin on 9/14- He will be installing the new sinks and countertops in all 4 bathrooms with the next 2-3 weeks. Work will be scheduled for a Monday.

Staff

Search for new Library Aide has been moving forward. I have been calling all references- all very positive. Possible hire of Caleigh Ross fell through due to scheduling difficulties. Hope Kisivuli ultimately withdrew her interest in the position as well- due to scheduling issues.- Olivia Sederlund is now the candidate for possible hire. She lives on the border of Stow and Maynard-currently going for her MLS degree online and wants more "real" library experience-has her degree in education and was employed at Littleton and Lexington High Schools can help Chris with YA programming)-good with technology and can learn new thing easily and is very happy with the scheduling. There will be little to no disruption for current staff for scheduling if Olivia is hired. Attached is the offer letter-red highlighted areas are open for discussion/input.