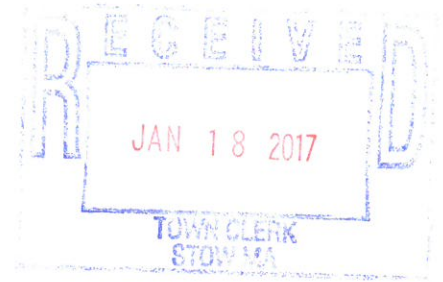


Randall Library Trustees
Meeting Minutes

Date: Oct 12, 2016



Agenda:

- 1 Secretary Report - Approval of minutes - Rick (5 min)
- 2 Follow up on Action Items from Last Meeting - Marianne (5 min)
- 3 Director Report - Highlight of specific areas based on written report -
Melissa (10 min)
- 4 Treasurer Report - Tim (10 min)
- 5 Projects Update - Various (20 min)
 - Lighting
 - Bathrooms
 - Restoration
6. Communication on Restoration

Attendance:

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

Absent:

Bob Katz

Decisions:

- Donation Policy accepted with revisions.
- Timothy Reed and Barbara Wolfenden as representatives on all accounts along with Pam Landry, town treasurer/collector.

Action Items:

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		Not yet
Talk to Craig Martin about future uses of fire station re. library needs		November	
Discuss plans for public forum on	Barbie	November	

the restoration with the committee			
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Minutes

Called to order at 7:33

1. Secretary Report - Approval of minutes – Rick
 Approved as amended with corrections. Passed unanimously.

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

Action Item	Responsible	Due date	Completed
Barbie and Melissa to complete revisions to Donation Policy	Barbie		Yes
Barbie updating article to paper.	Barbie		Not needed
Marianne checking on town-wide paper distribution	Marianne		Not yet

Donation policy

Tim: Question about donations from the Second Century fund and the Friends or a memorial fund. Question is who officially accepts cash donations. The board, the director, the selectman? Clarifications made to second paragraph.

Policy passed with revisions.

3. Director Report - Highlight of specific areas based on written report – Melissa.
 Meeting with CPC on Oct 24. Presentation to Selectman on 25th.
 Somebody tagged library re. crazy clown people which greatly reduced participation in story time.
 Question about cost of wifi from Tim: Wasn't there a time when we could get free wifi through the town? But services require high speed internet and need a separate line.

4. Treasurer Report - Tim (10 min)

Selectman have requested that we include the treasurer on all our accounts. Tim will talk with her. Need to add the Stow treasurer/collector and Barbie to all of our accounts. This will give us two

Motion: To have Timothy Reed and Barbara Wolfenden as representatives on all accounts along with Pam Landry, town treasurer/collector. These accounts include Family Federal, Fidelity, Vanguard.

Accepted unanimously.

Library Friends: Fund raising letter states that books are funded through grants and state aid. This is not accurate. Could cause some questions.

5. Projects Update - Various (20 min)

Lighting: New lighting is helping the place feel more safe. Light on stairs helps the place feel brighter, safer.

Bathrooms: Waiting for John Aucoin for several weeks.

Restoration: All approved as presented by architects. Decision made not to have working fireplace. Now have cost estimates. Now about \$300k with option 2 on doorway and stairway. Still have options to consider on floor finishing.

6. Communication on Restoration

Discussion on the article about the restoration. (Stow Independent, Vol 10, Issue 26). Great article overall. Need to build on it and clarify what's being improved and what's yet to be done. Specific points for clarification: role of Restoration Committee and Trustees and what is the focus of the restoration vs future improvement to the 70s addition.

Other ideas: Can we put up the diagram/drawings to get public input. Can we have a public forum? Goal for this forum to be in January? Barbie to discuss this with Sharon Brownfield.

Need to talk to Craig Martin about the future use of the fire station.

Meeting adjourned at 9:01

Minutes respectfully submitted: Rick Lent

Director's Report:

Board of Trustees Meeting October 12, 2016

Attendance:

September 2016=3637

September 2015=3916

Down by 7%

Days Open:

September 2016 =21

September 2015=21

Circulation:

Totals for September (E and Print) 2016=6189 Total for September 2015=6651

Circulation breakdown September 2016

Print = 5616

E-book=573

Circulation breakdown September 2015

Print=6183

E-books=468

Down by 6%

Database usage:

Freegal usage September 2016- downloads=769, patrons=36

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

Breakdown of Freegal September 2016

Standard Freegal= Patrons- 21 downloads-201

Streaming Freegal= Patrons -15 Streamed songs-568

Freegal usage September 2015- downloads=233, patrons=22

Up by 230%

Consumer Reports

September 2016=3 users, page views=30

September 2015= 3 users, page views=49

Mango September 2016= 10 sessions, languages 8- September 2015=2

session, languages =2

Up by 400%

Ancestry/Heritage Quest

September 2016= 386 sessions /items(usage)

September 2015=675 sessions/items(usage)

Down by 42%

Ancestry Heritage breakdown September 2016

Ancestry = 164 items(usage)

Heritage Quest= 222 items(usage)

Ancestry Heritage breakdown September 2015=675

Ancestry = 449 /items(usage)

Heritage =226 /items(usage)

Program Attendance

Total special programs=18, attendance=262

Regular Weekly Children's programs= 8 attendance=127

Special Children's programs (includes YA afterschool and tutoring, and Afterschool events etc.)-, 7 attendance=113

Adult programs=2, attendance=22

Notes:

Facilities

Still awaiting construction/contracting personnel (hired/arranged via Building Dept) to have schedule breaks to come in and install sinks and countertops in bathrooms.

Sean Whitney came in to replace filters and set heating program for Fall/Winter. Seems that there might be an issue with the motor on the water circulation unit for the furnace. He has ordered parts and will repair it shortly.

Leaks continue to be an issue on the windows in the children's library. Not a major issue more an ongoing nuisance

Continuing my research on the cost of upgrading the wi-fi. Our best arrangement would be to sign a 2 year contract with Comcast (\$234.80 per month) with a one-time fee for installation (\$198.90) of direct line into the building. Total cost would be \$3,016.50. This would free us from being connected to the other municipal building around town and would have "privacy" software as part of the package. We currently have 3 routers throughout the building, if/when we move forward I will want the electrician and Comcast team to look over that arrangement to see if with a direct line there might be a better arrangement than that. NOTE: I will be proposing adding this additional expense to the FY2018 budget.

Patron response to the new lighting has been very positive.

Collection Development

Minuteman membership will be voting on changes in the e-book "advantage" collection. Come January 1st, e-materials that have been purchased as "Advantage" titles, after one year from purchase if they have no holds or are not currently checked out they will automatically roll into the collective collection of Overdrive titles available to all Minuteman library patrons. This will happen daily after that date. Estimates are that on the first day of this new arrangement more than 900 additional titles will be made available to all patrons throughout the Minuteman network via Overdrive. This is a big advantage to Stow- as we have been adding only very heavily requested titles to our "Advantage" collection due to having to balance the budget across multiple formats.

Staff

Olivia Sederlund's first day was Oct 4th. She is fitting in well and learning quickly. Sally has agreed to come in on Oct 12th to train her in any marketing programs that she can help with.

Financials

Hale Reference has agreed to pay for lighting "redo" in the reference area (with funds coming from that source the "green grant" will not be depleted in order to fund this unexpected expense) as well as purchase a microfilm reader, computer and wi-fi printer for the 2nd floor area. Total amount voted to disperse to the library \$17,000.00

