

12-16-2015 Minutes for Randall Library Trustees Meeting
Randall Library

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

Absent: Bob Katz

Marianne called the meeting to order at 7:36p.m.

Guest: None

Public Comment: None

Secretary Report: The minutes from the 12-2-2015 meeting were accepted unanimously.

Director's Report: Melissa:

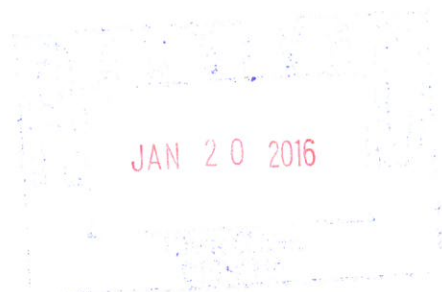
- Sent out the library circulation statistics and director's notes before the meeting for a review by the Board. (see attached)
- Stated that Craig Martin had notified her that the \$25,000 needed for lighting issues in the library was covered in his budget (Building Inspector).
- Addressed Trustee concerns regarding the style and quality of the lighting with reassurances that she would review all phases of the work.

Treasurer's Report: Tim:

- Sent out copies of current portfolio in advance of meeting. (see attached)
- Shared that the Second Century Fund had voted \$8,000.00 (for materials only).
- Asked that Gary Norris be reappointed to the SCF. His reappointment was accepted unanimously.
- Requested a vote to disperse the remaining \$10,000.00 of previously approved funding. Requested approval for a \$10,000.00 was withdrawn from The Vanguard Windsor Fund.

Chairman's Review:

- **Budget Review:** Melissa presented two budgets as requested (#1 with no changes in service hours and #2 with an additional six hours of service time). Following a lengthy discussion, it was decided that Budget #1 would be the most appropriate at this time. Specific percentage numbers were impossible to calculate due to a flaw in the spreadsheet program but will be available after Melissa meets with Bill Wrigley.



- **RFQ Review:** The RFQ was updated by the Selectman's office, to include the Trustees inputs. Suggestions for more specificity were added and will be returned to Maureen for editing. Unanimously approved. Discussion led to the determination that Melissa would be the most appropriate point person going forward in the process. Unanimously approved.
- **Filling of Open Seats Discussion:** Marianne provided a "Note of Vacancy" she has posted for the two at large members for the Randall Building Committee. The list of persons who noted their interest in such a group on their library survey form will be used to email for additional possible candidates. Appointment will be by the Trustees.
- **Consideration for a 6 month Trustee Appointment:** The same list as noted above will be used to seek candidates for this position. Appointment will be by the Selectmen.

Meeting adjourned at 9:30 p.m.

Next regularly scheduled meeting is January 13, 2016

Respectfully submitted,

Kathy O'Brien



Attachments:

Director's notes:

Board of Trustees Meeting December 16, 2015

Attendance:

Nov 2015=3462

Nov 2014=2725

Up by 27%

Days Open:

Nov 2015=17

Nov 2014=23

Circulation:

Totals for Nov (E and Print) 2015=5421 Total for Nov 2014=5896

Down by 8%

Circulation breakdown Nov 2015

Print =4989

E-book=432

Circulation breakdown Nov 2014

Print=5450

E-books=446

Database usage:

Freegal usage Nov 2015= 251 downloads, 23 patrons

Freegal usage Nov 2014= 146 downloads, 17 patrons

Up by 71%

Morningstar Nov 2015=0 Nov 2014= 13 **Down %100**

Consumer Reports Nov 2015=5 users, page views= 66 (Nov 2014= 4 users 52 page views)

Up by 26%

Mango Nov 2015=7 sessions, 5 languages

Last year=6 sessions, 5 languages

Up by 16%

Ancestry/Heritage Quest

Nov 2015=296 /items(usage)

Nov 2014= 17 sessions/items(usage)

Up by over 1641%

Ancestry Heritage breakdown Nov 2015

Ancestry =66/items(usage)

Heritage Quest= 230 items(usage)

Ancestry Heritage breakdown Nov 2014

Ancestry =0/items(usage)

Heritage =17/items(usage)

Program Attendance

Total special programs=20 Total attendance=388

Regular Weekly Children's programs=6, attendance=126

Special Children's programs (includes YA afterschool and tutoring, and Afterschool events etc.)-14, attendance=262

Adult programs=0,

Up from last year by 5%

Notes:

Notes for Board of Trustees Meeting 12/9/2015

- 1) Appointment with the Hale principal (George King)- Went very well, he mailed out an e-mail and the article in the Stow Independent is getting a lot of positive feedback from the community.
- 2) E-Readers- I have completed a list of public domain titles and a list of public domain sites. Janet, Sally and I will be working on loading the e-readers. Chris is working on a list of possible public domain titles for YA/Children's classics. Spoke with MLN Director and Directors and Reference staff from Concord and Newton on copyright compliance issues-Cleared.
- 3) Budget- Completed with changes suggested. Sinks and counter tops in bathroom are listed as a capital expense. Budget due to Bill Wrigley on December 19th. Once voted on by the Board it will be submitted to Bill, if he approves it will be forwarded to Capital Planning/FinCom and I will be requested to meet with them. Also completed paperwork to submit to Capital Planning and will e-mail them the documents as a "head's up" after vote. Proactive argument will include: The right time to get the work done, since it will be years before a new building/renovation is done, and the sinks have been in bad shape for years. This is the right time to complete this work since the town-wide filter is now in place and seems to be working well, so continued damage to the enamel will no longer be an issue.

- 6) Looked into improving wi-fi. Will have to wait until well into 2016 (maybe 2017) as Comcast is working on a new "security system". But it looks as if we could have dedicated line into the building, by-passing the Town's co-ag cable and increasing speed for roughly \$200.00 a month (still not sure on pricing, as Comcast has not fully established it yet). Installing fee should be about \$100.00.
- 7) Christine Morrison has initiated a special "Kindergarten Story Time" for kids who attend local ½ day Kindergarten programs. They are going to take place twice a month (at this point- we are seeing how much "traction" they get and might start increasing it to every week) on Tuesdays at 1:30.
The first session was 12/8/2015 and ended up with an attendance of 23 (14 children, 9 adults). The program will be a repeat of Chris' Friday Pre-school Storytimes both with the same craft and the same books, so there is not a big drain on Chris' resources but the important part is that it continues to improve children's experiences at the library at a very young age. At present we have weekly programs which include "Baby Lapsit" (infant program average attendance is growing from first initiated at about 5 attendees on average during 2013, 11 per in 2014, and 14 per since the start of FY2015), pre-school programs, this new Kindergarten age program, school age programs (tutoring, reading dogs, special Saturday once a month events) YA (STAB (Stow Teen Advisory Board- once month meetings), After-School Origami, After-School Movies and special Saturday events). It has taken a few years, but we are finally reaching the vision/goal of weekly/monthly children's programs across all age groups.
- 8) Received a \$1,100.00 grant from Alice Eaton Fund (I applied 3/23/2015) for 2016 for Children's activities to promote outdoor activities and healthy eating. (Brainstorming with Chris- Aquarium presentations, telescope, pond life, Drumlin Farm presentations. Etc.)
- 9) Craig is putting in his FY2017 budget \$25,000.00 for replacing the library lighting with energy efficient LED (based on a recent audit-See: Arnie Epstein's /Dave Conna info). ½ of this will be reimbursed to the town by Hudson Light and Power. In order to qualify for the H.L.&P reimbursement the work has to be done within one year. Good news!!!