

Randall Library Trustees  
Meeting Minutes

Date: Feb 8, 2017  
At Randall Library

Present:

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

Guest: Doug Hyde

Absent:

Bob Katz

Agenda:

- 1 Public Comment (5 min)
  - 2 Accept Minutes (Rick Lent 5 min)
  - 3 Director's Highlights (Melissa (10 min)
  - 4 Outside Lighting Discussion (Bob 10 min)
  - 5 Trust Report for CY2016 (Tim 15 Min)
  - 6 Building Reuse Discussion (15 Min)
- Follow up on Workshop and Next Steps (Marianne 10 min)

Decisions:

- Minutes of meetings on Jan 11<sup>th</sup> and 14<sup>th</sup> accepted unanimously as amended.
- Director's notes accepted unanimously.
- Treasurer's Town Report accepted with revisions.
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Minutes

Meeting called to order at 7:25

Public Comment (None)

Secretary's Report - Acceptance of Minutes

- Minutes of meetings on Jan 11<sup>th</sup> and 14<sup>th</sup> accepted unanimously as



amended.

#### Director's Highlights

Summary from Melissa, including a summary of discussion with Bill regarding how the restoration process can proceed in regards to working with the current contractor.

- CPC won't vote until meeting with the Stow Historical Commission, now scheduled for Feb. 16.
- Bill wants to make sure the board is aware that the town is very supportive of completing the renovations needed beyond the restoration. MBLC has also pushed for us to make a decision. We need to stay on the process. There still are questions of whether we should go for state funding given the time and requirements of the state. We should dedicate a special meeting to this subject.
- On the 16<sup>th</sup> we have a special screening of Ordinary People with the director of the movie here.
- Notes accepted unanimously.

#### Outside Lighting Discussion

- Bob not present. Melissa summarized review. Waiting for Dave Conna's complete estimate. Perhaps some of the lighting could be covered through the CPC if the restoration project comes under budget.
  - Subsequent clarification from Bob on status of this effort: We are waiting until the weather improves and the snow melts so Dave Conna can show us examples of exterior lighting options from various points around the library. This has to be done before he can prepare a cost/plan. Bob plans to schedule some evening in April (with Trustees available) to complete review.

#### Town Report for CY2016

- Tim reviewed his CY'16 Report.
- "Town Report" page to be revised to clarify digital and conventional materials.
- Town Report accepted with revisions.
- Tim reviewed Fund Summary Statement. Any changes in disbursements to be discussed later in the year.
- Tim introduced a gift in memory of Ellie B. Discussion of how to accept the check, acknowledging the intent. It will be put into the checking account and directed towards the next purchase of the Ancestry data base.

#### Building Reuse Discussion

- Doug Hyde joins for discussion in his role with Facilities. Building Reuse meeting will be two weeks from tonight.
- Storage capabilities in the Town Hall.
- Possibility of paving the septic field behind the old fire station yielding 40 spaces between the front and back of the building. May need to look into

- new blinking lights, walk ways, etc.
- The old fire station will not be torn down.
  - The new Community Center is already practically full already with activities. This means increased need for further space for town use and improvements to the Town Hall could help.
  - Tim: The library has no dedicated storage space. Three town departments now have dedicated space of their own and are taking space in the old fire station. About one third of the community center is available for storage. We need to specify the library's storage needs for this space.

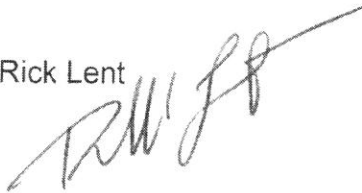
Follow up on Workshop and Next Steps

Marianne raised importance of developing a consistent message regarding the future of the library and its value to the town. The time may be now to begin planning for the renovation of those parts of the library not affected by the restoration.

Next board meeting: March 8

Meeting adjourned at 9:01

Minutes respectfully submitted: Rick Lent

A handwritten signature in black ink, appearing to read "Rick Lent", is written over the typed name. The signature is stylized and cursive.

## **Board of Trustees Meeting February 8, 2017**

### **Attendance:**

January 2017=3976

January 2016=3751

**Up by 6 %**

### **Days Open:**

January 2017=21

January 2016=21

### **Circulation:**

**Totals for January 2017 (E and Print) 2016=5642 Total for January 2016=6653**

Circulation breakdown January 2017

Print = 4900

E-book=742

Circulation breakdown January 2016

Print=6066

E-books=587

**Down by 15%**

### **Database usage:**

**Freegal** usage January 2017- downloads=924, patrons=41

Breakdown of Freegal January 2017

Standard Freegal= Patrons- 23 downloads-219

Streaming Freegal= Patrons -18 Streamed songs -705

Freegal usage January 2016- downloads=296, patrons=30

**Up by 212%**

### **Consumer Reports**

January 2017= users,-3 page views= 52

January 2016= users-6, page views=81

**Down by 35%**

### **Mango**

January 2017= 16 sessions, languages- 2 (Spanish and French)

January 2016= 0 session, languages =0

**Up by 1600%**

### **Ancestry/Heritage Quest**

January 2017=143 sessions /items(usage)

January 2016= 777 sessions/items(usage)

**Down by 81%**

Ancestry Heritage breakdown January 2017

Ancestry = 56 items(usage)

Heritage Quest= 87 items(usage)

Ancestry Heritage breakdown January 2016=106

Ancestry = 67 /items(usage)

Heritage =710 /items(usage)

### **Program Attendance**

Total special programs=25 attendance=301

Regular Weekly Children's programs=9 attendance=154

Special Children's programs (includes YA afterschool and tutoring, and Afterschool events etc.)-, 14 attendance=116

Adult programs=2, attendance=31

### **Notes:**

#### **Facilities**

M.U.T.T.S Club volunteers painted the supports in the children's room. During the summer Rosemary and I will paint them to look like birch trees in order to add understated character to the children's library. M.U.T.T.S. club volunteers also painted other areas of the first floor that were not part of the recent work done by Greg's painting.

Awaiting a date for install of new shelving for YA, Adult DVD, and children's areas in order to make better use of the space.

Meeting with the Finance committee in order to update them on the restoration project went well. Still awaiting the results of the CPC vote (e-mailed admin- still no vote as the CPC is waiting until next month so find out how the Restoration Committee's meeting with the Historical Committee 2/9/2017). Meeting with the Historical Commission scheduled for 2/9/2017 at 7:45. Meeting with Capital Planning on 2/23/2017 at 8:000pm. I am unable to attend this meeting but Tom Lam and Sharon Brownfield will be there to represent the Restoration Committee.

#### **Budget/Meeting with Town Administrator**

Meeting with Bill Wrigley (1/27/2017) went well. He approved the tentative CY2018 budget that was voted on by the Board at the last meeting and will move it forward as it is written to vote by the Board of Selectmen.

Bill wanted to be sure that the creation of working construction documents and assistance with the bidding process were part of the Design Development and Cost Estimates from MKA (McGinley Kalsow) on the renovation.- They are.

Bill also wanted to make sure the BoT are conscience of the fact that there is a "window of opportunity" for getting before the town any plans for a major renovation of the library that will be closing once the Minuteman HS and Nashoba HS projects begin to take center stage within the next couple of years. He wants the library's project to move ahead while it has the town support that it currently has.

## Randall Library Trustees CY'16 Town Report

### Statement of Sources & Uses of Funds, CY'16:

**January 1, 2016 Opening Balance** \$ **632,314.34**

#### Sources of Funds:

##### Contributions and Donations

Second Century Fund	\$	4,000.00
Randall Library Friends	\$	3,205.00
Hale High School	\$	17,000.00
Stow Cultural Council	\$	2,150.00
Alice Eaton Grant		2,100.00
Other	\$	5,317.86
Net Investment Income	\$	17,925.45
Capital Gain	\$	19,815.55
Total	\$	71,513.86

#### Uses of Funds:

Conventional Library Materials	\$	28,495.23
Electronic and Digital Materials		12,039.57
Programs	\$	3,819.10
Other		5,368.25
Total	\$	49,722.15

**December 31, 2016 Ending Balance** \$ **654,106.06**

February 2, 2017

Dave Conna, LS Energy  
Melissa Fournier  
Bob Katz

#### Outdoor Lighting Review - January 20, 2017

Despite the recent upgrading of our outdoor lighting to address security concerns, the library still appears dark, uninviting and presently not highlighting the architectural features of the historic structure (and town icon) as viewed from Great Road. As a result, Melissa and I met with Dave Conna to discuss outdoor lighting options for the library. We walked the grounds to review these options with Dave with the following observations:

- 1) There are three separate areas for which improved outdoor lighting could improve the library's exterior appearance:
  - a. Current front entrance (visible from Great Road/Rte 117)
  - b. Original entrance (visible from Library Hill Rd.)
  - c. Back entrance (visible from Crescent St.)
- 2) Current front entrance could benefit from:
  - a. Lighting the front walkway/entrance (beyond the three recessed lights)
  - b. Lighting additional signage (TBD) in garden area
  - c. Dave suggests rewiring the recessed lights in vestibule/outside soffit to be controlled by a photocell so they turn on sooner
- 3) Original Entrance would benefit from:
  - a. Lighting the library's distinctive architectural elements (glass window, original library sign, turret) which are currently unlit in evening
  - b. Possible opportunity to use existing light poles to mount some outdoor lighting to illuminate outside
  - c. Could be lit from ground or above, depending on effect, dark sky ordinance, fixture durability, etc.
- 4) Back entrance/other:
  - a. Limited lighting from existing sconce does not light the walkway well for performers and other patrons coming into library from that entrance
    - i. With public parking now at the old firehouse, additional lighting may be needed to comply with MBLC requirements (in addition to servicing entrance) to enter building from that direction. Installation of a pole near the sidewalk or soffit lighting on ramp may be required
  - b. Sunken patio area outside the children's reading area is lit but rarely used as is the small seating area near the original entrance

While there was no specific project timing discussed (other than for the completion of restoration project scheduled for 2018), Dave advised that when warmer weather arrives, he would bring some outdoor lighting samples to demonstrate the effects of varying types and wattage. Once we are able to provide more direction to Dave based upon viewing these samples, a more detailed exterior lighting plan could be prepared.

Action Items: Follow up with Dave Conna in April/May