



Library Trustees Meeting minutes

November 23, 2015

Attendees

Lisa Kane/Chairwoman, Joanne Geneva/Secretary, Liz Fritz-Keyes/Trustee (voting members)

Betsy Rajotte/Library Director, Shannon Duffy/Youth Services Director (non-voting attendees)

Call to Order

3:30pm

Agenda

Review of Minutes

- October 2015 minutes were reviewed then unanimously approved.

Youth Services Director's report

Children's Services

Past Programs and Attendance Numbers:

In October, we had 20 children's programs with 284 people in attendance. This number includes the 100 people that attend the event at Whittier Farms.

The FAIR (Family Adventures In Reading) program has come to an end. We had a great response from parents and children and interest in doing something similar again.

Upcoming Programs:

Storytime Sessions: (Three week session) - Registration opened today

Toddler Storytimes: Wednesdays at 10:30 on Dec. 2, 9, 16 (ages 2-3)



Preschool Storytime: Fridays at 10:30 on Dec. 4,11,18 (ages 3-5)

Other Events:

Deck the Halls Ornament Craft Time: Thursday, Dec. 10 at 3:30 4 PM (ages 4 and up)
Tis the Season Storytime: Tuesday, Dec 15th at 10:30 AM (ages 1-5)
Holiday Stories & Craft: Friday, Dec.18 at 4PM (ages 4 and up)

Letters to Santa will be coming back again. Santa's mailbox will be put out Monday Nov. 30th.

Lego Club Meetings: Friday, November 27 at 4 PM

Crafternoons will take place on the Tuesdays and Wednesdays of the school vacation weeks in December.

Tween and Teen Services

Past Programs and Attendance Numbers:

In October, we had 3 teen programs with 13 people in attendance.
Dr. Who T-shirts turned out great!

Upcoming teen and tween programs:

Geek Club Meeting : Wednesday, Dec.30 at 3 PM, discussing *Go Set A Watchman* By Harper Lee (ages 13-18)
Teen Advisory Group Meeting: Wednesday, December 2 at 3 PM. We will be making plans for the Teen Holiday event and picking the Teen movie to air in February.

Grants update:

Confirmation was received today, November 23, that the library will receive a \$10,000.00 Osterman Family Foundation Grant for Children's programming. Official confirmation will be forthcoming as will a check around the end of the calendar year. The money will be used for workshops by Apple Tree Arts (Spring & Fall), materials such as Maki Makis needed for STEAM related activities, more workshops from the Rhode Island Computer Museum and multiple other programs throughout the year.

We have unofficial confirmation of a Cultural Council Grant to fund Scott Jameson Magic Shows with a sports related theme.

We also have unofficial news of partial, if not full, funding by the Arts Council for a workshop by Greg and Mary Jo Maichack. He is a pastel artist and she is a minstrel storyteller.

Director's Report ~ October 2015

November 2015 Meetings attended:

11/2 MLS Annual Meeting at Holy Cross



11/4 Met with English Dept. members, some administrators and teachers from each of the 4 schools re: summer reading. A follow-up meeting is planned for December 8. Teachers present expressed excitement over a possible district wide summer reading theme that could culminate in the fall in a project that would involve all grade levels working together.

11/6- C/WMARS Executive Committee

11/12-LBNC

11/13 Friends of the Library

11/17 C/WMARS Users Council at Wilbraham Public Library

11/17 Selectmen's meeting

11/19 Commonwealth Catalog webinar

11/20 MLA Conference Committee meeting at MLS in Marlboro

Adult programs:

There wasn't book group at the Senior Center because the Senior Center was too busy with Thanksgiving. There was normal sized attendance for everything else- a little low for book group at the library because several normal attendees couldn't make it.

Friends:

The Friends met on 11/13. They report lots of projects in the works. They have already made approximately \$450 in profits from the gift card program to date. They will have a table in the Elementary School at the Chain of Lights selling various crafts, mugs and taking gift card orders. They place gift card orders on the 30th of every month but will place a special order for the Chain. the wine tasting event is well into the planning stages.

Staff:

Tracey gave her notice on November 5. I've hired Matt on as a Library Technician. It seems to be working out well so far.

LBNC:

Members of the committee, the trustees, myself, and Mary Braney (consultant) went before the Board of Selectmen on November 17 to present the building program and talk about our progress in our grant so far and the timeline for the construction grant round.

Upcoming:

Chain of Lights: 12/5. The Girl Scouts will be here doing free crafts and providing cookies and juice again.

Food for Fines in February. We've been doing February and July as months for Food for Fines because those are especially low donation/high need times for the food pantry. I'd like to do it again this February. I didn't get it in the newsletter because it slipped my mind but people are always asking for it so it won't be any trouble to publicize.

Annual staff day: I'd like to suggest Monday, June 6 as our annual staff day. (Trustees approved this date.)

Follow-up:

Trustees asked me about having Shannon sign a contract. I polled directors around the state and found one library that does it. Massachusetts is an employee-at-will state which means that an employer can terminate an employee at any time for any reason, except an illegal one, or for no reason without incurring legal liability. Likewise, an employee is free to leave a job at any time for any or no reason with no adverse legal consequences.

Budget:



The budget for wages of Part-time employees is right on track.

The Youth Services salary budget is still over but will slowly even out because Amanda's salary was a higher rate than Shannon currently receives.

The CWMARS budget line is still incorrect. Betsy will put this on her to do list to address the issue.

State Aid money was used to purchase DVD security cases.

Gifts money used to purchase annual movie license. The current balance for this line item is \$1661.24.

The grant money that we expect to receive soon will become a separate account within the library budget.

Mary Braney was paid \$7500.00 out of Planning and Design money. There is one more outstanding bill for binding of the Library Building Program. the current balance in this account is \$6802.97.

Circulation Statistics:

Kids circulation down slightly for the month of October.

A comparison was done between Millbury, Webster and Sutton circulations over the last year. Sutton circulation is a few thousand items higher than Millbury and almost twice as high as those of Webster. We are achieving this in 1/6th of the space.

Old/New Business

- **Selectmen's Meeting Follow-up:** The Trustees feel that the presentation by the Building Needs Committee and Mary Braney went very well and appreciate all the time the Selectmen gave us to make this presentation.
- Joanne Geneva attended the annual meeting of the Massachusetts Library Trustees Association on November 7, 2015. The keynote speaker Mary Ann Cluggish from the Mass. Board of Library Commissioners reported a 63% growth in circulation statewide over the last 15 years with over 56 million items circulated last year alone. More people visited the public libraries of Massachusetts last year than attended ALL Massachusetts professional sporting events combined (including Patriots, Red Sox, Celtics Bruins, Revolution, etc.) Libraries, however, still only account for .007% of the state budget. State Aid to libraries was cut 9% over the last 6 years. We are encouraged to get the word out that people should contact their state senators and representatives to ask that State Aid to libraries be increased. Ask that the Ways & Means Committee make public libraries a priority in next year's budget.

Next meeting dates

- December meeting - cancelled
- January 11th @ 3:30
- February 22nd @ 3:30



- Next Building Needs meeting is January 7th

Long Range Planning Meeting Dates:

- January 28th @6:30pm
- March 3 @6:30pm
- April 7 @6:30pm

Next Meeting Agenda Items

- Director's Report
 - Youth Services Director's Report
 - Old/New Business
-

Adjournment

The meeting was officially adjourned at 4:09 pm

