

## Library Trustees Meeting minutes ~ Monday, December 18, 2017

**Attendees:** Lisa Kane/chairwoman, Joanne Geneva/Secretary, Aidan Heffernan (voting members)

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

**Call to order: 3:30 pm**

The members of the Board reviewed and unanimously approved the minutes of the previous meeting.

### **Youth Services Report:**

#### **Children's Services**

##### **Professional Development:**

12/8- 1 in 5: Disability Essentials in Your Library Meeting with Pam

##### **Past Programs and Attendance Numbers:**

In November, we had 19 children's programs with a total of 207 people in attendance.

There will be no Storytimes the week of Sutton School vacation (week of 12/25 through 12/29).

##### **Upcoming Programs:**

Baby Storytime: Every Tuesday at 10:30 until 2/27/18 (6-24 mos)

Wednesday Storytimes: Every Wednesday at 10:30 until 2/28/18 (ages 1-5)

Thursday Storytimes: Every Thursday at 10:30 until 3/1/18 (ages 1-5)

(The same storytime program is repeated every Wednesday and Thursday.)

Storytime at the Bank: Jan. 8 and 22 at 10:30 AM (ages 1-5) (This program is different than the Wednesday/Thursday program at the library.)

##### **Guest/Performers/Events:**

Kidding Around Yoga with Nichole: Thursday, Dec. 28 at 5:30 PM (ages 4-7) This program is limited to 10 participants and has a wait list. January's program is already full and has a wait list.

Crafternoon: Wed. Dec. 27 and Fri. Dec. 29 from 1-5 PM (all ages) - this is a drop-in program.

Music and Movement with Deb Hudgins: Monday, Jan. 22 at 10:30 AM (ages 1-5) - this is a drop-in program

Free Movie Friday: Jan. 12 at 1 PM. Showing: Despicable Me 3 (all ages) (There is a half day of school in Sutton. Only 18 chairs are available in the movie room for this program.)

##### **Lego Club Meetings:**

Tuesday, Dec. 19 at 4 PM

Thursday, Dec. 28 at 2 PM

#### **Tween/Teen Services**

##### **Past Programs and Attendance Numbers:**

In November, we had 3 teen programs with 13 people in attendance.

##### **Upcoming Programs:**

Tinker Tuesday: Tuesday, Jan. 16 at 4 PM (Ages 10 and up)

TAG Meeting : Wednesday, Jan. 17 at 4PM

Very Harry Holidays-Part 2: Harry Potter Interactive Movie Night: Friday, Jan. 26 at 6 PM (Preregistration is required for this program and there are only 18 chair available. The library is closed to the public during this event.)

**Youth Services News:** We have confirmation that we are approved for a 2018 Osterman Family Foundation Grant in the amount of \$10,000.00.

**Director’s Report:**

	Adult Programs	Number of Participants
July 2017	5	47
August	8	74
September	8	63
October	10	75
November	6	42
December		
January 2018		
February		
March		
April		
May		
June		
July		
Fiscal year		

**Meetings attended:**

- 11/28- Capital Campaign-here. Next is 1/2/18
- 12/1- C/WMARS Exec. Com. – conference call
- 12/5- Dept. Heads- Town Hall
- 12/13- C/WMARS Director’s Roundtable- Oxford PL

**Adult programs:**

Upcoming:

These programs are all in addition to book groups, writing, coloring, and Krosslink. Each program at the library is limited to approximately 12 participants due to space limitations.

**January:**

Bullet Journaling

Organizing

Air Frying with Colin

Paper Crafting with Lisa at UniBank

Heart Topiaries

Greg Maichack Monet (This program will accommodate more than 12 participants because it is taking place after normal library business hours.)

**February:**

Essential Oils

Valentine paper crafts with Lisa at UniBank

Learn to use your Silhouette

Desserts with Colin

Tea and Chocolate with Kim Larkin

**March:**

Chickens with Gretel Anspach

Indoor seed starting with Blackstone Valley Veggie Gardens [also one in April (companion plantings) and one in May (tomatoes)]

**Friends:**

No meeting this month. Art Festival is scheduled for June 9. The next meeting is scheduled for 1/19 @10:00am

**Staff:**

Marilyn has given notice and I've placed the position online and have started to receive resumes. Ali will cover for a few weeks while she is out of school on break. I'm hoping to have a few people who might be interested in being substitutes/on call staff. Neetha is taking a several week long trip to India in February/March.

**Misc:**

Next month we'll have a homebound delivery policy for you.

Building: Highway disposed of the lockbox that was outside of the library door. They are going to move the book drop over into that space.

We are getting a new front door very soon.

We had a lot of lights replaced with LEDs last week.

John Couture is submitting a request to have the 'patio' area outside the library door regraded and redone in the future.

**Old & New Business:**

There was discussion of the details of the new fines policy. The Board unanimously voted to accept the new policy with an amendment to clarify the food donation. The amendment changed the policy to read: "In Lieu of monetary payment of Sutton Library fines, patrons may donate non-perishable food items and receive \$1.00 off of their fine per item donated."

The FY 2019 budget was reviewed and discussed. It is currently level funded. Changes to salaries are on hold pending negotiations with other unions in the town. Most areas of the library budget will remain level funded. In March the budget will be presented at the Finance/Warrent Advisory meeting.

Lisa received a notice from the Board of Library Commissioners stating that the Sutton Public library is certified to participate in the FY2018 State Aid to Public Libraries Program. There will be two award payments. The first payment of \$5,526.68 was recieved..

This year the Library Legislative Breakfast will take place at the Milford Public Library on February 9 at 7:30 am.

The Library will be closed for the following holidays: 12/25 - Christmas, 1/1 - New Year's Day and 1/15 - Martin L King Day.

**Upcoming Meeting Dates:** January 22 at 3:30pm

**Next Meeting Agenda Items:**

1. Youth Services Report
2. Director's Report
3. Old/New Business

**Adjournment:** 4:12pm