

Library Trustees Meeting minutes ~ Monday, February 27, 2017

Attendees: Lisa Kane/chairwoman, Joanne Geneva/Secretary (Voting members)

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

Call to order: 12:02 pm

Agenda

The minutes of the January 2017 meeting were reviewed and unanimously approved.

Community Q & A:

Gail Graves of Hartness Road read a letter she wrote to the Trustees concerning questions she has about the New Library Building. The concerns included the size of the library, the timing of the request for funding from the town, usage of the new facility, statistics for holdings, staffing, and energy efficiency of the new building. All questions and concerns were addressed by the Trustees. Ms. Graves requested that the Trustees meet with members of the community at the Senior Center to talk with citizens about the potential new building.

Youth Services Report:

Children's Services

Past Programs and Attendance Numbers:

In January, we had 10 children's programs with a total of 122 people in attendance.

New Registration policies. (Shannon reports that pre-registration will now only be required for programs by outside performers.)

Upcoming Programs:

Storytime: (These programs are now all drop-ins NO pre-registration required)

Baby Storytime: Tuesdays at 10:30, March 7- April 11 (ages 6-24 mons.)

Wednesday Storytimes: Wednesdays at 10:30, March 1 – May 17

Thursday Storytime: Thursdays at 10:30, March 2- May 18

(Wednesday & Thursday storytimes will now feature the same program repeated each day and both days will be open to ages 1 through 5)

Storytime at the Bank: Monday March 6 and 20 at 10:30 AM (ages 1-5)

Guest/Performers/Events:

Free Movie Friday: March 10 at 2 PM. Showing: The Pebble and the Penguin (1995, MGM)

Music and Movement with Deb Hudgins: Monday, March 13 at 10:30 AM (ages 1-5)

Kidding around Yoga with Nichole! Thursday, March 23 at 6 PM (ages 4-7) (Pre-registration is required due to space constraints)

Registration is open for Apple Tree Arts Sessions starting the last week of April. (toddler session is already full)

Lego Club Meetings:

Thursday, March 2 at 4PM

Tuesday, March 21 at 4 PM

Tween/Teen Services

Past Programs and Attendance Numbers:

In January, we had 2 teen programs with a total of 14 people in attendance.

Cookie Decorating was cancelled due to weather.

Geek Club is now self-service! (Shannon explained that there is a Blog with the book of the month where comments can be posted on-line. Comments can also be made in the library.)

Upcoming Programs:

Pizza and Metalsmithing Workshop: Thursday, March 9 at 11:30 AM (10 and up) (almost full)

Tinker Tuesday: Tuesday, March 14th at 3 PM

Registration for Babysitting Training over April Vacation is now open (This program is run by 4H. Potential participants are required to fill out and submit a registration form and \$35 fee before they can be included in the training.)

(Lisa suggested a workshop idea for STEAM - SolidWorks app/program for 3d design and robotics

Director's Report:

	Adult Programs	Number of Participants
July 2016	5	43
August	9	51
September	8	50
October	6	43
November	8	55
December	6	39
January 2017	7	36

Meetings attended:

1/31 Department Heads-TH

2/3 Legislative Breakfast- here (We received excellent feedback & had a great turnout for the event.)

2/3 C/WMARS Exec. Committee- C/WMARS

2/14 Capital Committee- here

Adult programs:

Upcoming:

Kevin Gardner, Stone Walls, March 7

Early Childhood Seminar, March 14

Raised Bed Gardening, April 6

Cooking Classes with Colin McCullough- April/May

Ukuleles with Jan Barlow- Tuesdays in May

Friends:

The Friends met on 2/17. I just caught the tail end of the meeting but they are carrying along with their projects.

Staff:

Potential staff day: 6/12/17

We're participating in some staff trainings with the libraries around and west of us. The first one is customer service/user experience on April 11. We're still figuring out who will be going. (Betsy reports the one staff member has already made a commitment to attend. We can send one additional person.) The next one will be in the fall. This one isn't costing us anything. I said we could commit up to \$250 toward the one in the fall.

LBNC:

The Construction grant application was submitted on January 25. The architect on our review committee came out on 2/17 to view the site. I'm asking Johnson Roberts to invoice us for the remaining amount in the account so that we can close out the planning and design grant.

Misc:

Food for fines has been good. We've taken one car load to the food pantry so far and have another one that needs to go.

We've collected about 50 pairs of pajamas so far for the Bruins Pajama Drive.

I submitted our FY16 annual report to the town clerk.

Capital Committee:

Met on Feb. 14. Next meeting is scheduled for March 14. Some members are headed to the Shrewsbury Library on March 6 at 11 am for a meeting with the library director and head of the capital campaign for some advice. (Betsy reports that we received the go ahead to hand out donation boxes in the schools. We will have thermometers on display to chart progress toward the fundraising goal.) The next committee meeting is scheduled for March 14 at 7:00pm

There was discussion concerning a Warrant Article about the land for the new library building which will require a vote at the May Town Meeting.

New Business:

Word of Mouth Marketing Program: Campaign- New Library

I applied for us to be part of this project and we were accepted! We need one trustee to participate on our team.

Here's a brief blurb we got, we are anticipating more information very soon:

Congratulations, your library team has been selected to participate in the Word of Mouth Marketing Program! The selection process favored broad representation of Massachusetts Library System member libraries with regard to the type of library, or special function of the library, the area of the Commonwealth served, demographics of the service population, and/or remarkable features of the library team or project.

We will hold the kick off trainings on April 5 and 6. Your whole team should attend one of the trainings. Now that we know where the participants will be coming from, we'll work to find the most mutually agreeable location. I'll let you know those details as soon as I have them.

LSTA (Library Services and Technology) Grant- Homebound Delivery

We filed a letter of intent to submit a grant application to the MBLC for a \$5000. grant to cover the startup costs for a homebound delivery program. We submitted the first draft of the application on February 23- the final draft is due April 7. We find out July 14 (same as construction grant) if we get an award. Pam is serving as the point person on this grant.

This is an objective from our long range plan:

Goal 7: Outreach (This would have an October start date.)

Objective 1: Collaborate with Sutton Historical Society.

Activity: Research digitization of town archival documents.

Objective 2: Increase outreach to the senior community.

***Activity:* Establish home delivery services for housebound residents of Sutton.**

***Activity:* Investigate the usage and availability of volunteers to help with program.**

***Activity:* Promote community awareness of program on social media, through flyers, etc.**

***Activity:* Advertise collections of large print books and audiobooks.**

Activity: Offer workshops at the Senior Center about the Library's virtual offerings.

Objective 3: Offer programs on site at locations around town.

Activity: The Library will offer story times off site twice a month.

Activity: The Library will work with businesses and organizations in the community to provide programming at their locations.

Activity: The Library will coordinate with pre-schools in town to offer programming at the schools.

Budget: Betsy reports that the library budget is healthy and still on track for the current year.

Upcoming Meeting Dates: Monday, March 27, 2017 at 12:00pm

Monday, April 24, 2017 at 12:00pm

Next Meeting Agenda Items:

1. Youth Services Report
2. Director's Report
3. New/Old Business
 - a. Summer intern

Adjournment: 1:20 pm