

## Library Trustees Meeting minutes ~ Monday, August 21, 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:** 12:05 pm

### **Meeting Agenda:**

The minutes of the June 2017 Trustees meeting minutes were reviewed and unanimously accepted.

The minutes of the July 2017 Trustees meeting minutes were reviewed and unanimously accepted.

### **Youth Services Report:**

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

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

In July, we had 23 children's programs with a total of 447 people in attendance.

We ended our Summer Reading Program on the 11<sup>th</sup> and finished with a total of 569 participants (last year's total – 549).

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

##### **Storytime:**

**Back to School Storytime:** Wednesday, Aug. 23 at 10:30 (ages 3 and up)

**Summer Storytimes:** Every Thursday at 10:30 AM until 8/31 (ages 1-5)

**Wednesday Storytimes:** Every Wednesday at 10:30 from 9/6-12/20 (ages 1-5)

**Thursday Storytimes:** Every Thursday at 10:30 from 9/7- 12/21 (ages 1-5)

(The program is the same on both Wednesdays and Thursdays.)

**Storytime at the Bank:** Monday, Aug. 28 and Sept. 11 at 10:30 AM (ages 1-5)

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

**Kidding Around Yoga with Nichole:** Thursday, Aug. 24 at 6 PM (ages 4-7)

(this program will take place on the Common and be moved inside in the event of rain.)

**Music and Movement with Deb Hudgins:** Monday, Sept. 18 at 10:30 AM (ages 1-5)

**Free Movie Friday:** Sept. 15 at 4 PM. Showing: The Smurfs: The Lost Village (all ages)

**Apple Tree Arts Music Sessions (Registration Required)** Tuesdays Sept. 26, Oct. 3, 10, 17, & 24.

Baby Session at 9:30AM (ages birth-24 months) and Toddler Session at 10:15AM (ages 2-4)

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

Tuesday, Aug. 22 at 12:30 PM

Thursday, Sept. 7 at 4 PM

## **Tween/Teen Services**

Past Programs and Attendance Numbers:

In July, we had 15 teen programs with 103 people in attendance.

Upcoming Programs:

**Tinker Tuesday:** Tuesday Sept. 12 at 4 PM (Ages 10 and up)

(Participants under 10 must have a parent present and actively participating.)

**TAG Meeting:** Wednesday, Sept. 13 at 4 PM

**Words on Wood:** (Clay Time) Friday, Oct. 13 at 4 PM (Ages 10 and up)

### **Director's Report:**

	Adult Programs	Number of Participants
July 2017	5	47

**Meetings attended:**

**July 11- Dept. Heads, TH**

**July 20- Capital Campaign – here**

**July 21- Friends of the Library- here**

**July 25- Selectmen's meeting- TH**

**August 1- Department Heads- TH**

**August 3- Word of Mouth Marketing Team- here**

**August 4- C/WMARS Executive Committee- via phone**

**August 10- Capital Committee- here**

**August 15- Area Director's Roundtable- Charlton**

**August 16- met with 3M/Bibliotheca vendors- here** (RFID and self check-out information)

**August 17- MBLC Construction Grant info session- Westwood** (Discussion ensued concerning workshop highlights and information on differing limitations of Employees and Trustees concerning the upcoming vote, as well as facts about spending guidelines for Friends Group)

**August 18- Friends of the Library- here**

**Adult programs:**

**Upcoming:**

**9/16 Write Outside Your Door at Shaw Farm**

**9/28 Parenting the College Student**

**10/3 Reflexology**

**10/10 Cooking Class- Sauces**

**10/14 Indie Author Day**

**10/17 Paper Craft @UniBank**

**10/24 Cooking Class- Fall Soups**

**10/26 craft program**

**11/7 Paper Craft @UniBank**

**Friends:**

Now selling tickets for their Comedy show on 10/20 at the Dudley Gendron. They are going to assist with refreshments for the upcoming public information sessions.

**Staff:**

Marilyn and Pam will be attending a workshop on Listening and Communication Strategies on Oct 3 in Charlton.

The area directors are planning an Unconference for our library staff on Wednesday, November 15 in Sturbridge in the morning. Would it be ok to open at noon that day? (Trustees unanimously OK'd the late opening)

**Misc:**

ARIS report was submitted to the MBLC. Financial report is due 10/6

Closed Sept. 2, 4; Oct. 9, Nov. 11, 23

Annual staff reviews are done

Information sessions are scheduled: 9/12 at 7 pm- invitation to formal groups; 9/22 10 am; 9/26 7 pm

Betsy reported that the Library needs a new front door because the front one is deteriorated. She will talk with Jim to find out which budget would be responsible for this capital expenditure.

**Capital Committee:**

Bricks are now able to be ordered online. Paper forms used to order in the library are available.

Next meeting is 9/5 at 6 pm

**Director's Review:**

Betsy's overall review score was 4.1. The Trustees report satisfaction with her work and accomplishments during the previous year, citing especially all the effort put into writing and obtaining the State Grant for the proposed new library building. The area of possible improvement mentioned involved providing more advance notice/advertising for important library events.

**Upcoming Meeting Dates:**

The next meeting is Tuesday September 26, 2017 at 5:30pm.

**Next Meeting Agenda Items:**

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

**Adjournment:** 12:43pm