

*Donald Penner*

*Maureen A. Hall*  
*Judith Lynch*  
*Ellen Benson Hall*  
*May Anderson*  
*Robert D. Hall*

Uxbridge Board of Library Trustees

Meeting Minutes October 16, 2018

Attendees: J. Lynch, E. Kroll, M. Bazarian-Murray, G. Keegan, M. Anderson, D. Donovan, B. Hall, M. Francis, Library Director Deb Hinkle

Meeting called to order 7:02 PM

**Motion made** by J. Lynch, **seconded** by E. Kroll to accept September 18, 2018 meeting minutes as written. **Motion passed unanimously.**

Director's Report received. Library to be closed Wednesday November 21 for a housekeeping day. Library will also be closed Christmas Eve and New Years Eve.

Lindsey Centrella has accepted the position of Assistant Library Director and will start on November 13, 2018.

The Library sky light project has been completed, there is a Warrant Article on the Fall Annual Town Meeting Warrant scheduled for October 23, 2018 to transfer money to pay for additional approximately \$13,000 for asbestos abatement discovered during the project.

The Friends of the Library Book and Bake sale netted just over \$1,000. The Friends will be having a New Year New Friend campaign to increase membership.

B. Hall discussed the results of the long-range plan survey, she and Deb are still looking at the data in various ways to gain more insight. The Long-Range Planning Committee will meet October 30, at 7 PM, Trustees are welcome to attend.

B. Hall asked that Trustees consider goals for the Library and be prepared to discuss them at the November meeting.

Discussion of Cove Lease, no response from Town Manager or School Superintendent to email request for a meeting, M. Francis to follow up with Town Manager.

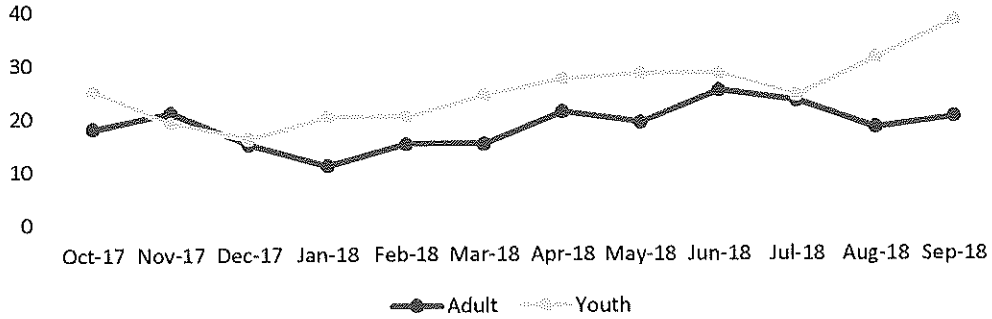
Treasurer's Report received.

**Motion to adjourn made** by E. Kroll, **seconded** by J. Lynch **Motion passed unanimously.** Meeting adjourned 7:44 PM

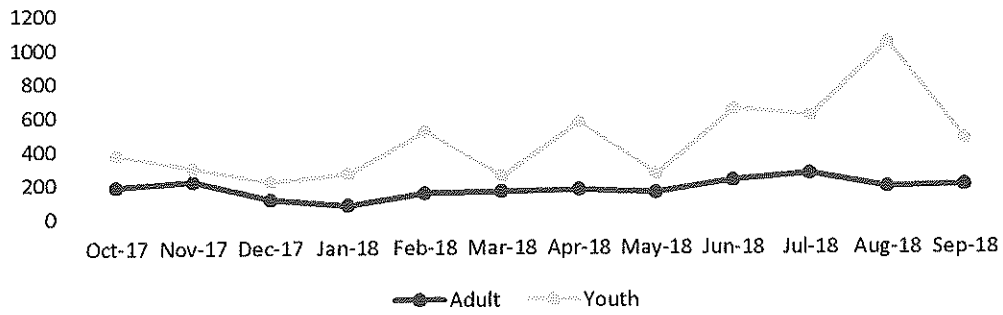
DEC 20 '18 AM 10:36

Received by  
Uxbridge  
Town Clerk

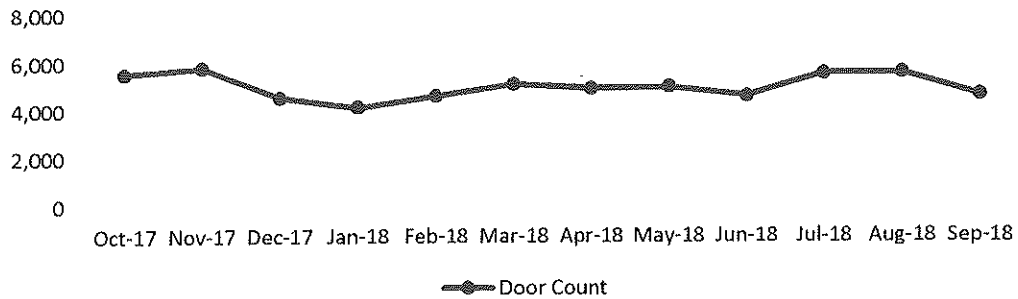
### Number of Programs



### Program Attendance

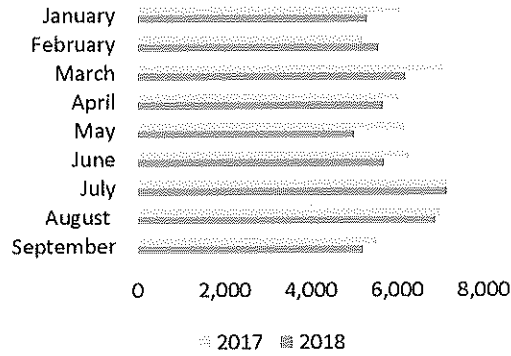


### Door Count



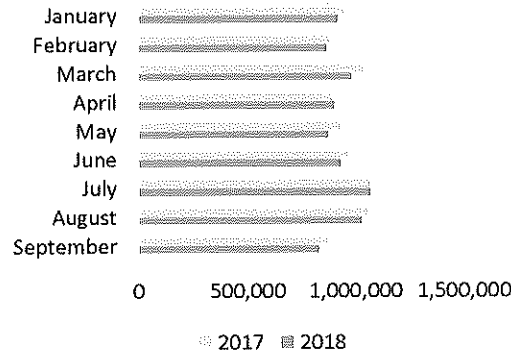
**Uxbridge Circulation Statistics**  
 2017 2018

|           | 2017  | 2018  |
|-----------|-------|-------|
| January   | 6,081 | 5,346 |
| February  | 5,212 | 5,601 |
| March     | 7,099 | 6,229 |
| April     | 6,076 | 5,684 |
| May       | 6,187 | 5,019 |
| June      | 6,306 | 5,716 |
| July      | 7,197 | 7,167 |
| August    | 7,013 | 6,912 |
| September | 5,539 | 5,246 |



**CW MARS Network Circulation Statistics**  
 2017 2018

|           | 2017      | 2018      |
|-----------|-----------|-----------|
| January   | 948,640   | 917,284   |
| February  | 884,269   | 869,288   |
| March     | 1,035,377 | 983,689   |
| April     | 892,758   | 903,942   |
| May       | 928,601   | 878,344   |
| June      | 968,496   | 933,568   |
| July      | 1,070,987 | 1,072,391 |
| August    | 1,057,604 | 1,031,027 |
| September | 874,777   | 833,891   |



**September Library Administrative Statistics**

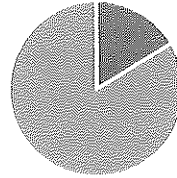
New Patrons Registered: 48  
 Lost Items Recovered: 53  
 Adult Reference: 361  
 Youth Reference: 250

**Finances as of October 10, 2018: 3 months (25%) into FY19**

Salary Expenditures

|                |           |
|----------------|-----------|
| Spent          | \$46,613  |
| Remaining      | \$239,393 |
| Total Budgeted | \$286,006 |

Salaries

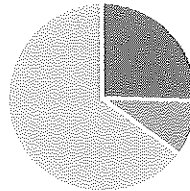


■ Spent ■ Remaining

Acquisitions Expenditures

|                |          |
|----------------|----------|
| Spent          | \$16,193 |
| Encumbered     | \$6,098  |
| Remaining      | \$41,209 |
| Total Budgeted | \$63,500 |

Aquisitions

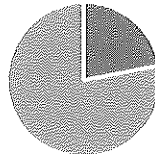


■ Spent ■ Encumbered ■ Remaining

Total Budget Expenditures

|                |           |
|----------------|-----------|
| Spent          | \$87,800  |
| Remaining      | \$308,754 |
| Total Budgeted | \$396,554 |

Total Budget



■ Spent ■ Remaining

**Requested Financing**

| <b>Program/Purpose</b> | <b>Date</b>           | <b>Recipient</b>  | <b>Amount</b> |
|------------------------|-----------------------|-------------------|---------------|
| Yoga                   | October 1, 15, 22, 29 | Marise Nazzaro    | \$200         |
| Kids Yoga              | November 8            | Alison Goldenberg | \$25          |
| Music & Movement       | November 20           | Deb Hudgins       | \$55          |

**Skylight**

The skylight project is now complete. Larry Lench will inspect and approve the work this week. Barring any complications, we will then submit payment in full to Capeway Roofing.

**Housekeeping Day**

The library will be closed to the public on November 21, December 24, and December 31. November 21 is a formal housekeeping day for the staff. We will spend time on collection maintenance and building cleaning projects. The staff has the option to either take paid time off or be assigned a collection maintenance task on December 24 and December 31.

**Staffing Update**

We held a staff meeting at the end of September to check in on how the staff felt summer reading went. We also discussed our goals for continuous improvements regarding customer service and collection maintenance.

We held three interviews in September for the Youth Services and Assistant Director position. These interviews included an emphasis on our need for an increased partnership with community schools and teen programming.

**State Aid and ARIS**

The FY19 Financial Report was submitted at the beginning of October.

**Friends Update**

- Book & Bake Sale
- First Holiday Night
- The Princeton Review Event
- New Year, New Friends Event

Director's Report  
October 2018

**October Programming**

Adult

Steampunk Symposium – Monday, October 1  
Business Plan Basics - Thursday, October 4  
Uxbridge Senior Center Page Turners - Tuesday, Oct 9  
Card Making Workshop - Thursday, October 11  
Author Spotlight: Doug VB Goudie – Saturday, Oct 13  
Bookies Book Club - Monday, October 15  
Soap Making – Thursday, October 18  
Ghosts and Legends with Jeff Belanger– Thurs, Oct 25  
Yoga - Mondays  
Sit and Knit - Thursdays

Youth

Girl Scout Recruitment Event – Monday, October 1  
Music and Movement – Tuesday, Oct 9  
Kids Yoga – Monday, October 15  
Decorate Your Trick-or-Treat Bag – Thursday, Oct 18  
Pumpkin Painting – Saturday, October 20  
Read to Lexi – Monday, October 22  
Volcano Building – Monday, October 22  
PJ Story Time - Thursday, October 25  
Boo-a-Palooza – Wednesday, October 31  
Baby and Me - Mondays  
Creation Station – Tuesdays  
Crafty Wednesdays – Wednesdays  
Story Time - Thursdays  
Lego Club – Thursdays  
Little Movers – Saturdays  
Book Buddies

**November Programming**

Adult

Born to Bounce – Thursday, November 1  
Recycling Event – Monday, November 5  
Steampunk Symposium – Monday, November 5  
Card Making Workshop – Thursday, November 8  
Senior Center Book Club – Tuesday, November 13  
Author Spotlight – Saturday, November 17  
Let's Talk About Sugar – Monday, November 19  
Bookies Book Club – Monday, November 26  
Tangled Words – Thursday, November 29  
Yoga – Mondays  
Sit and Knit – Thursdays

Youth

Kids Yoga – Thursday, November 8  
Read to Lexi – Mondays, November 5 & 19  
Music and Movement – Tuesday, November 20  
PJ Story Time – Thursday, November 29  
Paint Splash - TBD  
Baby and Me - Mondays  
Crazy Colors – Tuesdays  
Crafty Wednesdays – Wednesdays  
Story Time - Thursdays  
Lego Club - Thursdays  
Little Movers – Saturdays  
Book Buddies