

Cristina Silva
Mary Anderson

David Donovan

Mal Anderson

Judith Lynch

Alan Bissom Kroll

Uxbridge Board of Library Trustees

Meeting Minutes November 20, 2018

Attendees: J. Lynch, E. Kroll, M. Bazarian-Murray, C. Silva, L. Bertonazzi, M. Anderson, D. Donovan, B. Hall, M. Francis, Library Director Deb Hinkle, Asst. Library Director Lindsey Centrella

Meeting called to order 7:02 PM

Lindsey Centrella welcomed to the Library and introduced to the Board. Lindsey started November 13 as the Assistant Director.

Motion made by E. Kroll, **seconded** by E. J. Lynch to accept October 16, 2018 meeting minutes as written. **Motion passed unanimously.**

Barbara Hall gave update of Long-Range Plan and Trustee's Goal synopsis based on input from trustees. Director's Report received.

Deb Hinkle presented Director Report. She also gave Board a draft of updated policies including Computer and Internet Usage Code and a Behavior Code. Trustees have been asked to review and provide feedback at the December meeting.

Treasurer's Report received, accounts are down with the stock market. M. Francis will schedule review of portfolio with Sean Kolloff of Merrill Lynch.

The Friends of the Library have renewed several passes, including Southwick Zoo and New England Aquarium.

Motion made by M. Anderson, **seconded** by Mary Jo Murray to provide a budget of \$5,000 to be spent on programming at the Library Director's discretion. **Motion passed unanimously.**

M. Francis and M.J. Murray presented synopsis of meeting of November 13, 2013 with Town Manager Angie Ellison, Superintendent of Schools Frank Tiano, and Library Director Deb Hinkle regarding Cove Building Lease. The Town Manager said it is not in the Town's current plan to exercise the purchase option on property. It is also not in the School Department's plans. Discussion about hiring a real estate attorney to negotiate on behalf of the Library Trustees to acquire the property needed for future renovation/expansion/parking. M. Francis to start process of finding an attorney. Hiring to be discussed at December meeting.

Motion to adjourn made by E. Kroll, **seconded** by J. Lynch **Motion passed unanimously.** Meeting adjourned 7:50 PM

DEC 20 '18 AM 10:36

Received by
Uxbridge
Town Clerk



Do Not Write in this Space

Town of Uxbridge

Meeting

Cancellation

Board or Commission **Library Trustees**
Meeting Date **Tuesday, November 20, 2018**
Place **Uxbridge Public Library**
Authorized Signature **Cathy Parker**

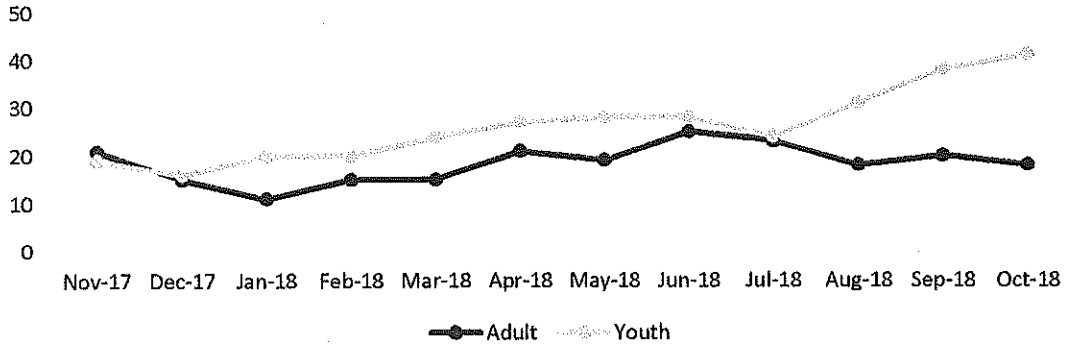
Time 7:00pm

-
- I. **Real Property Committee meeting at 6:00pm**
Board of Library Trustees meeting to commence at 7:00pm
- II. **Call to Order**
Approval of Minutes from October 16, 2018
Next meeting December 18, 2018
- II. **Old Business**
Long Range Plan update
- III. **New Business**
Reports – Friends, Directors, Treasurers, Real Property
Capital Planning
- IV. **Other Business**
- V. **Adjournment**

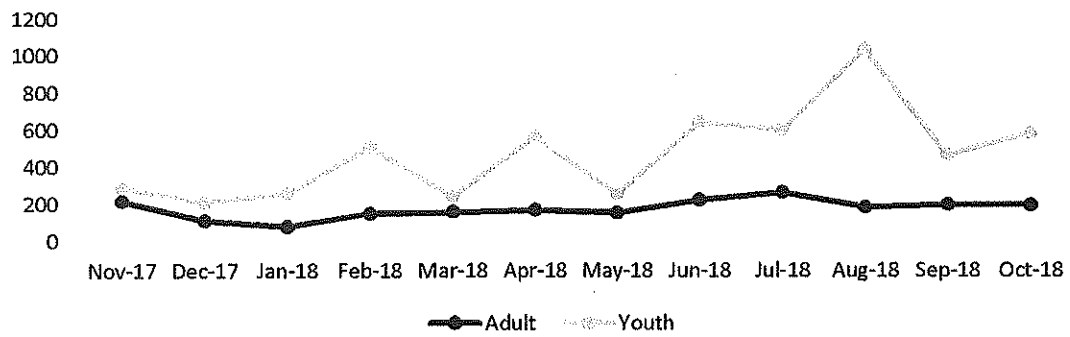
Meeting Postings:

- * Except in an emergency, a public body must post notice of a meeting at least 48 hours in advance, excluding Saturdays, Sundays and legal holidays.
- * "Emergency" is a sudden, generally unexpected occurrence or set of circumstances demanding immediate action.
- * In an emergency, a public body shall post notice as soon as reasonably possible prior to a meeting.
- * Notice must include date, time and place of meeting.
- * Must include listing of topics the chair reasonably anticipates will be discussed at the meeting.
- * Topics must give enough specificity so that the public will understand what will be discussed.
- * Public Bodies are encouraged to update the notice when aware of new topic within the 48 hour period before the meeting.
- * Chairs should not post notices so far in advance that there is a high likelihood that new topics will arise, unless the chair updates the notice with any such new topics 48 hours in advance of the meeting.

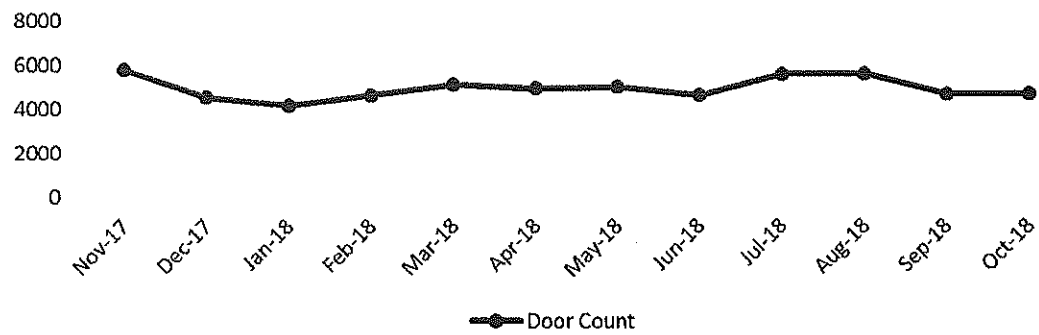
Number of Programs



Program Attendance

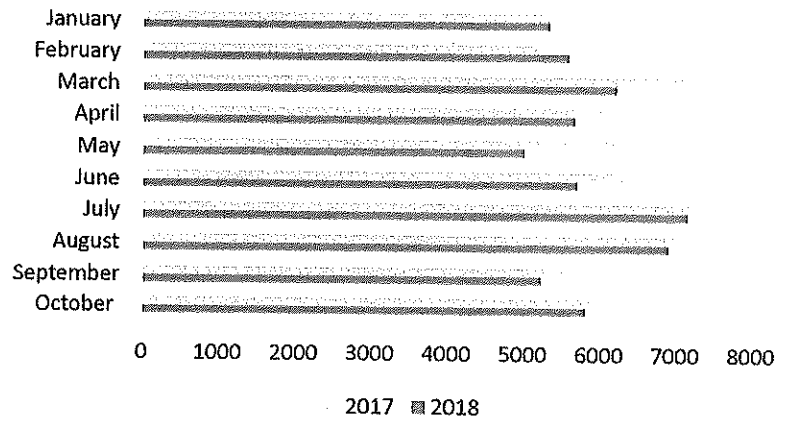


Door Count



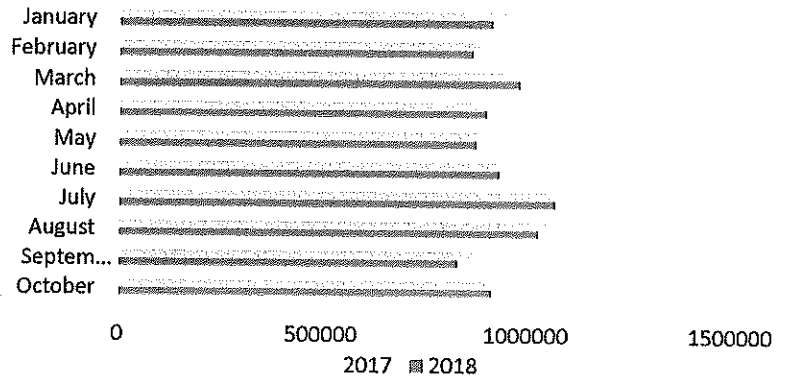
Uxbridge Circulation Statistics
2017 2018

	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
October	5,889	5,830



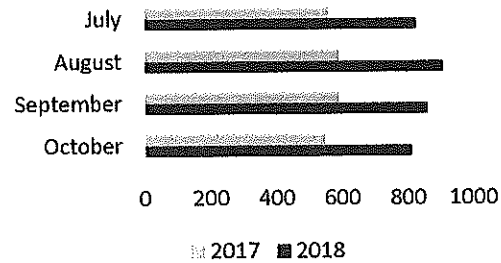
CW MARS Network Circulation Statistics
2017 2018

	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
October	899,314	917,427



OverDrive* Uxbridge Circulation Statistics
2017 2018

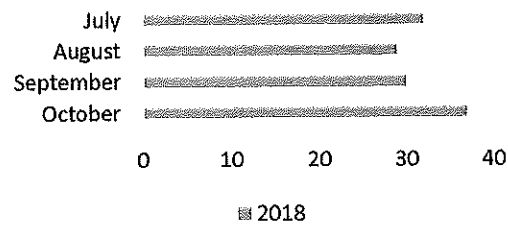
July	561	828
August	593	910
September	593	860
October	547	811



*As of July 2018, the Commonwealth eBook Collections has selected OverDrive as its new eBook platform. OverDrive replaces Axis 360. Most Axis 360 content will move to the new OverDrive service. This consolidation project means that more circulation in 2018 through OverDrive is anticipated in comparison to 2017.

Hoopla Circulation Statistics
2018

July	32
August	29
September	30
October	37



October Library Administrative Statistics

New Patrons Registered: 31
Lost Items Recovered: 36
Adult Reference: 332
Youth Reference: 331

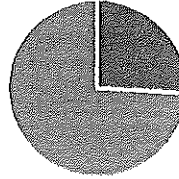
Director's Report
November 2018

Finances as of November 2018: 4 months (33.33%) into FY19

Salary Expenditures

Spent \$73,905
Remaining \$212,101
Total Budgeted \$286,006

Salaries

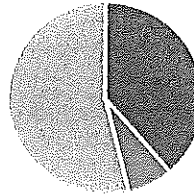


■ Spent ■ Remaining

Acquisitions Expenditures

Spent \$24,446
Encumbered \$4,803
Remaining \$34,251
Total Budgeted \$63,500

Aquisitions

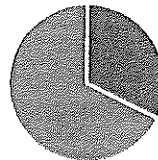


■ Spent ■ Encumbered ■ Remaining

Total Budget Expenditures

Spent \$127,424
Remaining \$269,130
Total Budgeted \$396,554

Total Budget



■ Spent ■ Remaining

Requested Financing

Program/Purpose	Date	Recipient	Amount
Yoga	November 5, 19, 26	Marise Nazzaro	\$150
Zentangle	November 29	Pam Lisak	\$250
Card Making Holiday Event	December 13	Susan Bedard	\$50
Survey Monkey		Deb Hinkle	\$37

Upcoming Programming Funds

Would the board consider sponsoring "Feasting on Soups" with Liz Barbour of Creative Feast in January 2019? The program includes a discussion/slide presentation, a cooking demonstration of two recipes, tasting samples, recipes and all program materials. Total cost is an estimated \$375.

Staffing Update

Lindsey Centrella began as Youth Services Librarian and Assistant Director on November 13.

Policies

Please bring any comments or concerns regarding these policy proposals for patron behavior and internet usage to the December meeting.

State Aid and ARIS

The updated action plan for FY2020 was submitted at the beginning of November.

Friends Report

- Renewal of 3 museum passes
- Sponsorship of craft outreach program
- Sponsorship of a tea and chocolate pairing program

Director's Report
November 2018

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

December Programming

Adult

Craft Outreach – Saturday, December 1
Healthy Habits – Monday, December 3
Uxbridge Senior Center Page Turners – Tuesday, December 11
Card Making Workshop - Thursday, December 13
Yoga – Mondays
Sit & Knit – Thursdays

Youth

Holiday Coloring Contest – December 1-15
Read to Lexi – Mondays, December 3 and 17
How to Choose the Right College – Tuesday, December 4
Polar Express Story Time – Saturday, December 8
PJ Story Time & Stuffed Animal Sleepover - Thursday, December 27
Creation Station – Tuesdays
Crafty Wednesdays - Wednesdays
Lego Club - Thursdays
Little Movers – Saturdays
Book Buddies