

Sharon Public Library Board of Trustees  
Regular Session  
January 23, 2013

Attendance:

Trustees: Bob Levin, Roberta Saphire, Carolyn Weeks, Cheryl Weinstein

Library Staff: Barbra Nadler (Library Director)

Guests during MBLC presentation: Rosemarie Waltos – library building specialist, Rob Maidman and Pat Pannone – Sharon Planning Board

The meeting was called to order at 6:30 p.m. by Bob Levin.

Rosemarie Waltos made a presentation regarding the process of applying for an MPLCP Planning and Design Grant. The guests left and the meeting continued.

Minutes

- Carolyn moved and Bob seconded a motion to approve the minutes of the December 10, 2012 regular meeting as amended. The motion passed unanimously.

Treasurer's Report

- Eastern Bank Account:           \$1,515.56
- MMD Account:                   \$8,566.92

Friends

- Working on budget cuts. Some museum passes will no longer be offered.
- Working on fundraising projects
- Voted to spend money for plaques for the outside tables
- Talked about the book sale.

Director's Report

- Facebook: Barbra found that there is more than one Sharon Public Library Facebook account. She has put in a claim with Facebook and has created a Facebook page.
- Requests: Garden Club: Bob moved and Carolyn seconded a motion to allow the Garden Club to sell tickets for the Gardening Forum and Fair to be held on 4/20/13. Any other similar requests must come before the board for a vote. The motion passed unanimously.  
Banner: There was a consensus that there is no problem with the Friends hanging a banner.  
Food for Fines: The board approved food for fines.
- Muslim Journeys Bookshelf Grant: There will be dedicated space in the white bookshelves near the front door.
- Capital Outlay: Bob suggested that the following requests be made: Replace carpeting with a less impervious surface. Every thermal window needs to be replaced. 6 palladium windows in the Carnegie building need to be replaced. The skylights in the reference room need to be resealed. All existing bathrooms, staff and public need to be remodeled. The HVAC system needs to be updated.
- Barbra is interviewing for the youth services position.
- Building Issues: Joe Garber's price did not contain a price for a Cedar door. Barbra will find out the price with Cedar doors and if it is still the lowest will take this bid.

## Trustees' Items

- Bob motioned and Roberta seconded that we accept Kirstin Gray as a member of the Board of Trustees subject to the approval of the Selectmen for the period up to the 2013 annual town election. The motion passed unanimously.
- Bob will submit a letter regarding the new trustee to the BOS and Carolyn will present to the BOS if Bob is not there.
- Museum Pass Policy: Passes are owned and policies created by the Friends. Carolyn will talk to Friends about the policy.
- Bob hopes to present the Director's review on Feb 27<sup>th</sup>.
- All Trustees need to fill out the Conflict of Interest Form.

## Action Item Update

- Centennial Celebration: Roberta and Barbra will meet in February.
- Library Foundation: Candidates have been found. The current trustees need to handle the sign off.
- Alarm Codes: Not done yet. Barbra will call the company to find out if we can administer the codes ourselves.

Bob moved at 9:15 p.m. and Cheryl seconded the motion to adjourn for the evening. The motion was unanimously approved.

The next regular meeting will be Wednesday, February 27, 2013 at 7:30. Note: Roberta objected to the date of this meeting as it is not the 3<sup>rd</sup> Wed of the month. She had planned a trip in advance around the date of the meeting. Trustees – for future planning – meetings will most likely not take place during school vacation weeks (not including summer vacation) and holidays.

## Action Items Summary

### Ongoing:

- All: Preparations for centennial celebration
- Trustees: Review timeline

### December 10th Meeting:

- Bob: Ask the Wimpy Kid series author to appear at our library.
- Barbra: Fill the Youth Services Librarian position.
- Bob: Obtain quote from job coach.

### January 23rd Meeting:

- Barbra: Call the alarm company to find out if we can administer the codes ourselves. Change all the codes and get a report on code usage.
- Barbra: Find out the price for the front doors from Joe Garber using Cedar doors and if it is still the lowest, take this bid.
- Bob: Submit a letter regarding the new trustee to the BOS and Carolyn: Present to the BOS if Bob is not there.
- Carolyn: Talk to Friends about the museum pass policy.
- Bob: Hopefully present the Director's review on Feb 27<sup>th</sup>.
- All Trustees: Fill out the Conflict of Interest Form
- Library Foundation: Current trustees need to handle the transition to the new trustees.

Respectfully submitted,

Cheryl Weinstein