

Sharon Public Library Board of Trustees
Regular Session
November 18, 2013

Attendance:

Trustees: Bob Levin, Jackie Modiste, Alyssa Wiener Rosenbaum, Roberta Saphire, Carolyn Weeks, Cheryl Weinstein

Library Staff: Lee Ann Amend (Library Director)

The meeting was called to order at 8:10 p.m. by Alyssa Rosenbaum.

Minutes

MOTION: Carolyn moved and Alyssa seconded a motion to approve the minutes of the October 16, 2013 regular meeting. The motion passed unanimously.

Treasurer's Report

Eastern Bank Account:	\$1809.82
MMD Account:	\$8580.77 Oct Dividend reinvestment \$1.41

Friends

Downton Abby tea was a success. Will try to think of something they might do for the centennial. Two new proposed members Nina R. and Liz Lahey. Liz has access to musicians.

The Friends want to have a plaque for donors. There must be parameters for the plaque. Friends should bring to Lee Ann who will bring to the board.

Reports

Director's Report

Purchase order - any contractual work orders over \$1,000 is required to be signed by trustees or state aid funding over \$1,000 need to be signed by trustees.

Vertical response. Emails need to be cleaned up. Alyssa is volunteering her kids to help with the clean up. The Friends will be able to send things out, and also the trustees. New library cards will be able to sign up for the email list.

Furniture - desk is very expensive. Jo's office has an issue - her desk is broken. Door cannot close because desk is in the way. Also, patrons go into the office. Lee Ann wants to build counters and wants to change out the copy machine that faxes and scans. Wants to move the printers and copiers around. Price for the whole package is \$1841.00 for Jo's area. New copy machine \$114.64/month hoping to make money to pay for the lease.

MOTION: Bob moved and Jackie seconded a motion to renovate the admin office for \$1841 and to enter into a contract for a new copy/scanner/fax for \$114.64/month plus the applicable

service contract and installation at \$440. The motion passed unanimously.

Lee Ann proposes to use the current children's library desk but move it into the configuration that the librarian would prefer. The encumbered money is only \$7,129 and some can be used for Jo's desk and the rest to redo the electrical and move the desk. So, no new desk, will move old.

New employee starts the 22nd.

Lee Ann has some ideas about reorganizing and then we'll meet about it. Staff development day someone will come in and do customer service training.

How is staff luncheon paid for? The director normally pays for it and then it is reimbursed.

MOTION: Alyssa moved and Carolyn seconded a motion that we approve lunch for professional development day up to \$200. The motion passed unanimously.

Alyssa asked if the customer service training will discuss handling people with special needs, disabilities and issues. How to recognize someone with an issue and how to treat and deal with these people.

OBOT - willing to pay for display system for the community room. They have a need to display prisoner art. These are metal things that go around. Lee Ann is going to pick something and it is o.k. to be installed in the community room and bolted to the walls.

Trustee Items:

Planning and design grant - Lee Ann has two major pieces to write. Several pages require different signatures. The 2 warrant articles are written and have been sent in.

Centennial - requesting money from the trustees. We can use any monies that are in general funds. Bob thinks we should have an anniversary book and an actual big event. Alyssa suggests that she will call Stonehill theatre department to see if they have costumes, Jackie will contact Meg to see if she has costumes. Cheryl/Roberta/Carolyn requested funding in the amount of \$3500.

Alyssa motioned to approve funds in the amount of \$1500 to be spent on centennial programming. Roberta motioned to amend motion to approve \$2000 to be spent on centennial programming.

MOTION: Jackie moved and Alyssa seconded a motion to approve funds for the centennial in the amount of \$1750. Motion carried 5 in favor 1 abstention.

Cheryl will send Jackie and Alyssa details of what costume pieces centennial would want. Lee Ann will talk to the staff about the centennial week at the library.

Next meeting will start with planning and design and then trustee issues.

Action Item Update

October 2 Meeting:

Bob - put together a centennial grant proposal for Eastern Bank and send it in.
Bob is going to put this together and is asking for \$3500

October 16 Meeting:

Roberta - try and find out why we have the two different trustee accounts.

The Treasurer before did not know why. Maybe because of checking and savings accounts. Bob said MMDT account was there since the 50's, the secondary account was opened because monies were donated and didn't want to go into town's general account. Only monies that go into Eastern is really Amazon. All we need to do is wire funds from mmdt to eastern.

Cheryl - call Nancy Bass about 1) vertical response database which is free for 501C3's. 2) find out if Nancy Bass has met with Foundation and papers, etc, are signed. 3) ask Nancy to set up a meeting with Lee Ann.

This is done. Jackie suggested we invite the foundation to a meeting. We should give it some thought what our goal and plan is and how to talk about planning and design grant. Invite them for Feb meeting.

Next Meeting: Dec 18th at 7:30.

MOTION: Bob moved at 9:35 p.m. and Jackie seconded the motion to adjourn for the evening. The motion was unanimously approved.

Action Items Summary

Ongoing:

- Trustees: Review timeline

March 20th Meeting:

- Bob: Check with Wimpy Kids author to see if he can do something for the Friends as a money maker.

April 24th Meeting:

- : Building Committee: Need to speak with historical society regarding the front steps.

June 19 Meeting:

Trustees: End of fiscal year action item: look at book usage and pass usage for the past 5 years.

All trustees: Review the trustee calendar and update where you can

August 21 Meeting

All - review bylaws and Cheryl's suggestions. Be prepared to discuss next meeting.
Cheryl - merge old and new timeline.

October 2 Meeting:

Bob - put together a centennial grant proposal for Eastern Bank and send it in - \$3,500.

November 18 Meeting:

Cheryl: Send Jackie and Alyssa details of what costume pieces centennial would want.

Lee Ann: Talk to the staff about the centennial week at the library.

Trustees: Invite foundation to February meeting.

Respectfully submitted,

Cheryl Weinstein