

Sharon Public Library Board of Trustees  
Regular Session  
January 20, 2016

Attendance:

Trustees: Cheryl Weinstein, Roberta Saphire, Carolyn Weeks, Heather Poliferno, Bob Levin, Alyssa Rosenbaum

Library Staff: Lee Ann Amend (Library Director)

The meeting was called to order at 7:45 pm by Cheryl.

**Minutes**

**MOTION:** Alyssa moved and Carolyn seconded a motion to approve the December 16, 2015 minutes. The motion passed unanimously.

**Treasurer's Report**

- Eastern Bank Account: \$1,051.37
- MMDT Account: \$2,856.35

**Friends**

Few new patrons; memberships up; JFK and Boston by Foot passes; Mini Golf event + Downton Abbey Tea events; Book sale

**Budget**

Looks good.

**Director's Report**

**Annual Report:** Complete and submitted January 7th

**Library Building and Selection Committee Update:** Committee met with the architects on January 13th to discuss possibility for using the 1 School Street site for the library project. The committee voted to approve the site as the primary choice for a new library. Will give us approximately 42 on-site parking spaces. Committee met with the Board of Selectmen on Tuesday, January 19th to present this and to ask the Board of Selectmen to support this choice.

**Protection 1 Security Camera System:** Nearly complete with the exception of one camera, which will be replaced at no cost to the library.

**MP Contract:** Director wrote letter to Town Administrator on behalf of the Board of Library Trustees to request that the Town Administrator move our four professional librarians to the appropriate contract for the position.

**Library on Wheels Update:** The Library has some volunteers for this program. Circulation Supervisor is handling this service. This program is open to Sharon residents who are unable to get to the library. Limitations may be placed on the service if we find that it is being abused.

**Local History Materials Usage Stats:** Of the various items we have digitized on archive.org, materials have been either opened or viewed approximately 2,548 times. The items viewed most often are the yearbooks and the Deborah Sampson collection.

**Capital Outlay Update:** Capital Outlay meeting was on December 17th and the Director of the Library presented the request for the replacement of the furnace. It was suggested by one member that the committee authorize the expense to hire an engineer to examine the options available for a new system. The committee will take it under advisement at their next meeting.

**Director Evaluation: MOTION:** Bob moved that the Board recommend to the Town Administrator, Board of Selectmen and the Personnel board that the salary of the Library director be increased by 5% for Fiscal Year 2017. Carolyn seconded the motion and it passed unanimously. Within this letter, it needs to be clarified that it is a one-time increase to better equalize the Director's salary with the directors on the list of comparable towns on the list provided.

**Next meeting** – February 24, 2016 - 7:30.

**MOTION:** Cheryl moved at 9pm and Heather seconded a motion to adjourn for the evening. The motion was unanimously approved.

### **Action Items Update**

October 21, 2015

- Cheryl to check with Alyssa regarding the Foundation -- Cheryl to talk to Nancy - *complete*
- *For March:* Discuss recognizing Friends group

November 15, 2015

- Carolyn to invite Treasurer to a meeting to discuss having town on bank account - *complete*

December 16, 2015

- APRIL: follow up regarding MMDT account and transferring to one account
- Cheryl to follow up with Len regarding salary/benefit comparison requested - *complete*

- Lee Ann to send Heather language for Warrant for Town Meeting - *complete*
- Bob and Cheryl to speak with David Slater, asking to be on the Foundation. - *complete*
- Lee Ann to reach out to all regions to research what they do regarding holiday decorating - *complete, to be discussed later*

**Action Items Summary**

- Dave Slater will join the Foundation
- Roberta to follow up with Marcia re: the Foundation

Respectfully submitted,

Heather Poliferno