

Sharon Public Library Board of Trustees
Regular Session
May 22, 2013

Attendance:

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

Library staff: Susan Martin (Interim Library Director)

Visitors: Kaye Ivatts, Danielle Margarida, Lucy, Megan Pederson

The meeting was called to order at 7:10 pm by Bob Levin.

Welcome to our new trustee, Jackie Modiste!

Minutes

- Carolyn Weeks moved and Robert Levin seconded the motion to approve the minutes of the April 24, 2013 regular meeting as corrected. The motion was unanimously approved.
- Carolyn Weeks moved and Robert Levin seconded the motion to approve the meeting minutes from April 30. The motion was unanimously approved.

Friends

- Carolyn reported on the very successful Friends' book sale, which took in a record amount of \$8,500.

Budget

- - Budget review looks like everything is on track.
 - Supply revolving line items covers the copier and supplies.
 - One of the things the staff would like to do is relocate the circulation desk in the children's area. Danielle has a layout in mind. We don't know what's involved yet.
 - Budget for FY 2013 was approved at Town Meeting. Increase is all in salaries.
 - We may want to use some of the technology budget for new computers.

Treasurer's Report

- Eastern Bank \$1710.53
- MMD \$8572.09

Director's Report

- A Sharon resident getting married in June has asked to take photos in the library if the weather is bad. We think they may have found another location because he didn't return Sue's call.
- Sue had a staff meeting to introduce herself, talk about her goals as interim director and to hear from the staff about what they thought needed attention.
- Loose Ends: Sue is working on tying up loose ends such as voicemail messages, files, emails, etc. She wants to get the staff more involved with selecting materials for circulation. Some electrical work may

be needed. Danielle is looking into getting a new couch in the children's room. Policy manual to be reviewed. Cheryl will do research on the rules about the library charging for events.

Election of Officers

Cheryl Weinstein moved and Jackie Modiste seconded the motion to elect the following slate as officers of the board:

- Chair: Alyssa Wiener Rosenbaum
- Vice Chair: Bob Levin
- Treasurer: Roberta Saphire
- Secretary: Cheryl Weinstein

The motion passed: 4 in favor, one abstention

The Board's standing committees were formed as follows:

Library Services: Alyssa Rosenbaum, Cheryl Weinstein, Carolyn Weeks

Friends Liaisons: Roberta Saphire, Carolyn Weeks

Long Range Planning: Jackie Modiste, Alyssa Wiener Rosenbaum

Building and Grounds: Bob Levin, Roberta Saphire, Alyssa Wiener Rosenbaum

Finance: Bob Levin, Alyssa Wiener Rosenbaum, Jackie Modiste

Trustee Development Committee: Cheryl Weinstein, Alyssa Wiener Rosenbaum, Roberta Saphire

Alyssa moved and Cheryl seconded the appointment of committees. Motion passed

Centennial Committee

- Cheryl updated the board on the plans for the centennial. Lanette is getting involved as well.

Capital Outlay

- Bob and Peter O'Cain reviewed the building and he's putting together specs for a comprehensive capital outlay presentation next fall. Projects could include replication and replacement of windows with new high efficiency windows, air-conditioning vents in Director's and admin's office, redoing all 4 bathrooms, resealing skylights, new carpet. We would present an overall number, broken down into the different projects.

MBLC is running a workshop for design and planning grants on June 26th.

Adopt-a-Book

- Carolyn moved and Cheryl seconded a motion to adopt a book in honor of Kirsten who served on the board last year. The motion passed unanimously.

Publication of Minutes on the library's website.

- Bob noted that it's not required legally. Most committees do not post regularly. Cheryl will forward the minutes to be included on the library's website. We'll need to create a new trustee page for this. We will still keep the hard copy in the binder in the director's office.

Other Business

Barbra Nadler asked about her written notification about her status. Bob said he sent it and will resend it to her. Bob will see the town treasurer and ask about sending Barbra a letter.

Staff

Danielle asked about what to tell members of the public who ask about the transition. The board, Barbra and the staff members present discussed telling people that the trustees decided not to renew Barbra's contract and we are looking for a new director now.

Danielle asked about the job posting and Bob noted that the ALA posted it to the wrong site and it was corrected.

Action Items

- Front steps: Repairs are needed right away. Bob will talk to Peter O'Cain about it. We should also check in with the historical commission about it.
- Selection Committee: Bob will look into the rules about what information from the selection committee can be shared publicly or with the staff. Bob is checking about adding another member so we can have a community member.
- Sue will take care of grants for the conversation circles.
- Alyssa will ask Steve to notify the board when the foundation documents have been signed.
- The staff and the board will think about whether we can pay for a staff member to attend board meetings as a liaison.

Cheryl Weinstein moved at 9:10 pm and Carolyn Weeks seconded the motion to adjourn from the regular session. The motion was unanimously approved.

The next regular meeting will be on June 19, 2013 at 7 pm.

Respectfully submitted,

Alyssa Wiener Rosenbaum