

November 15, 2017
Sharon Public Library Board of Trustees
Regular Session

Attendance:

Trustees: Carolyn Weeks, Cheryl Weinstein, Bob Levin, Loretta O'Brien, Wendy MacArthur
Library Director, Lee Ann Amend

Absent: Andrew Hyland

The meeting was called to order by Cheryl at 7:30PM

Carolyn moved to accept the minutes of October 18, 2017 as amended. Seconded by Loretta.
Approved unanimously

Treasurer's Report

- Eastern Bank Account: \$ 1,051.37
- MMDT Account: \$ 2,861.04

Friends Report

- Worked on proposed budget. Approved \$12,000 wishlist. May possibly fund shades for the community room and south side of building in the addition. Discussed book sale and paint night.

Budget

- Reviewed by Board.

Foundation

Will be meeting on Tuesday.

Director's Report

- Action Plan FY18 completed all actions as planned.
- Duct Cleaning to take place in Jan.
- Replacing copy machine in Jo's office. Planning for replacement of networked patron printer.
- Staff evaluations completed.
- Grant awarded to finish newspaper digitization, summer reading grant programming was very successful.
- Musical cafe scheduled for March.
- Applying for "23 things" grant - 8 ½ week course in Web 2.0.
- OCLN fees - cap of 3% for all. Increase around 3,000. Based on usage we are comparable to Quincy and Plymouth.

Board Advertising Committee

- At the next meeting will discuss having a working meeting.

- Reviews to be completed by December 15.

Next meeting – December 20, 2017 - 7:30.

Action Items Update

- Trustees will take photos to use in the future for promotional materials for the Friends of the Library. - *Ongoing*
- Andrew will produce a who, what, where, when, and why to use for the PR for the new building. *Complete*

Action Items Summary

November 15, 2017

- Wendy will send a mock up to all and we'll respond forthwith and will then have it made before the next Friends meeting on December 11th. Will use the thank you on its own line version.

Bob moved to adjourn the meeting at 8:25 pm. Carolyn seconded. The motion passed unanimously.

Respectfully submitted,

Cheryl Weinstein