

Sharon Public Library Board of Trustees
Regular Session
August 21, 2013

Attendance:

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

Library Staff: Susan Martin (Interim Library Director), Karin Hagan (technical services), Danielle Margarida (youth services)

Guests: Smadar Gekow and Sandra Goverman ESOL Program, Stoughton

The meeting was called to order at 7:05 p.m. by Bob Levin.

Minutes

MOTION: Carolyn moved and Bob seconded a motion to approve the revised minutes of the June 19, 2013 regular meeting. The motion passed unanimously.

ESOL

This is a group that really helps immigrants. Sharon tutors have really been helpful. There is a group at Unitarian Church and 3 groups elsewhere. The library doesn't have space. Estimate over 550 people at Sharon Library getting tutoring. 46% of the programming for ESOL happens at Sharon Library. Suzanne has done a wonderful job with the website. Tutors and students are using it and Suzanne has done a really great job computerizing the forms and everything. Joan Brown and Sharon pluralism network created protocols for dealing with people from other cultures that have been used by town employees, police, schools. Did a staff development day 2 years ago with protocols. Have received a grant for the past 4 years that is coming to an end in October (approx \$6,000 a year.) Last year used some for programs and some specifically for materials that are in Sharon. Can't apply again. Stoughton applied for 2 years and Sharon for the next 2 years. Needs: newspaper called Easy English News costs \$2100 per year. They love the newspaper. Published all over the country - for adults, up-to-date news. Looking for library or Friends to do something to keep buying these newspapers. ESOL buys 200 for both Stoughton and Sharon. There is a grant \$13,000 (LVM) from Stoughton that pays for salaries, materials in Stoughton, training, programming. \$6,000 was specifically covering conversation groups, a little salary, materials, stipend for leaders. Bob suggested taking this money from state aid trustees funds.

ESOL would also like a little more visibility. The materials are hard to find. Would like an easier way to know where it is. Bob also suggested that ESOL write a grant proposal to Eastern Bank. They've done it before. Maybe between the bank, trustees and friends the \$6000 could be recouped. Need to order the newspapers by mid september.

MOTION: Bob moved and Carolyn seconded a motion to take \$2100 of state aid from the LIG account to fund Easy English news for literacy volunteers. The motion passed unanimously.

Sue will process the form. The newspapers will be shipped to Sharon.

Carolyn will talk to the Friends to see if they can fund some programs.

Bob suggested that ESOL submit a request to Sharon and Stoughton cultural arts councils for specific programs.

Treasurer's Report

- Eastern Bank Account: \$1,823.67
- MMD Account: \$8,576.45

Friends

- Last meeting was potluck supper everyone seemed to love the table at squarejam.

Reports

Centennial - Had a good table at squarejam near ice cream. Fresh Catch donated lunch with the stars made \$17. 95% set for square jam next year. 1914 week in the library. Need a calendar of events.

Circulation /Holdings/expenditures - getting new furniture for children's room.

Director's Report

- Fines - one other library, Cohasset, considering eliminating fines another in OCLN. A few elsewhere in the country that are eliminating fines. Sue not comfortable she has enough information and will continue working on it. Staff still feels it is a reasonable thing to pursue.
- Building improvements: steps and railing repaired. Bob and Peter met with someone to replace the whole stairs and railings. Come in as part of the capital package. Separate quote on iron work must historically be replicated.
- Air conditioner in director's office was supposed to be replaced. Bob has been asking Joe Garber every day this week. Joe also supposed to be replacing doors but can't confirm that they have been made. We have given him a deposit on the doors. Bob will go see Keevin at Barney and Carey where the doors were ordered and find out when the order was placed.
- Software upgrades - have ancient software. Lanette and Suzanne handles the upgrades. Sue will check on the Windows system to see what program is running.
- Volunteer appreciation: Sue suggests not having the day in September.
- Staff development day: Talked with supervisors, usually in September thought good idea to wait for new director. Message from town today, town is having an employee development day Sep 12. Have program, lunch, get together with other people in town. In past library staff have not participated. Sue suggests having staff participate maybe open late that day.

Motion: Cheryl moved and Alyssa seconded a motion to open the library at 3:00 on Sep 12 to allow library employees to attend employee development day. The motion passed unanimously.

- One book one town short list on website. Working on which book. Library had a table at Square jam, it was successful.
- Christmas hours - staff has asked for approval for closing library at 2:00 Christmas eve. Had created a policy for 3:00 but would like to change the policy for 2:00.

Motion: Bob moved and Carolyn seconded a motion to change the policy for early closing on Dec 24 from 3:00 to 2:00. The motion passed unanimously.

- Planning and design grant round deadline - Sep 13. Sue has heard that Sharon missed an opportunity last time and feels that we should do it this time. Sue will submit by Sep 13. There is a meeting Sep 3rd for budget. Sue will be attending, Bob has heard that the proposals will be similar to 2013.
- Capital Outlay - Bob did a rough draft today and will send out tomorrow for additions/comments. Will schedule meeting for building committee in mid september. Will probably need to submit in November.
- Email from Josie Miller writer for NY Times. Writing about travel, Sharon #1 wanted to know good places to eat, stay etc.
- Evaluations - Sue will begin doing evaluations in September. MBLC has added to its set of tools where you can put on your website a button patrons can click to evaluate library. In use in several places in US. Attended webinar about it, hasn't spoken to staff yet, will be talking about whether it is a reasonable thing to put on our website. Run by a company hired by MBLC. Each library establishes its own dataset you get your own results can create all different reports. Looks very extensive.

Trustee Items:

- Foundation members - Alyssa trying to contact Nancy Bass. Carolyn will talk to her.
- Search status - next round there are some promising resumes. Hope to interview them mid September and have 2 -3 candidates for the board. Bob will send questions that the committee asked and the board will think of questions. Come to next meeting with questions would like to ask. Sue will put this on agenda. Cheryl will make a Doodle Poll once the candidates are selected for trustee interviews.
- Review open meeting laws to see if deliberation can be in executive session,
- Employee Dress: Roberta thinks there should be a dress policy. Roberta is looking not to wear jeans. Danielle often cannot dress nicely because she is working with young children and it can be messy. Down on knees, grabbing books from lower shelves. There currently is no dress code. Will remain no dress code.
- Circulation without card - library card prevents librarians from making an error. You can use your smartphone.
- Bylaws - review Cheryl's comments, make additional comments, discuss and vote.
- Timeline - Cheryl will merge old one and new one.

Action Item Update

- Bob has verified that the new front door will be alarmed.
- Next Building Committee meeting - Monday 9th 5:00 at library. Bob will post.

The next regular meeting will be Wednesday Oct 2, 2013 at 7:00. Sue will ask Jo to put on event keeper and Alyssa will email Jackie

MOTION: Bob moved at 9:25 p.m. and Alyssa 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:

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June 19 Meeting:

- Trustees: End of fiscal year action item: look at book usage and pass usage for the past 5 years.
- Sue: find out if area libraries are collecting fines.
- Cheryl: Post the previous minutes forwarded by Aimee Saphire.
- Sue: Find out if anyone on the staff is interested in attending trustee meetings. Aug - Sue was expecting more people. Danielle asked if meetings could be on the library's on-line calendar. Jo would update this. Continue to think about this.
- All trustees: Review the trustee calendar and update where you can

August 21 Meeting

- Sue - process forms for the ESOL newspaper funding.
- Carolyn - Ask Friends if they can fund any ESOL activities.
- Bob - post building committee meeting.
- Bob - find out when order for new front door order was placed.
- Sue - find out what version of windows the library is on.
- Sue - submit planning grant by Sep 13.
- Sue - close library until 3:00 on Sep 12.
- Bob - send capital outlay proposal to board
- Carolyn - contact Nancy Bass regarding Foundation.
- Bob - send search committee questions to board.
- All - come to next meeting with questions for candidates.
- Sue - add candidate questions to next agenda.
- ? - Review open meeting law to determine if candidate deliberation can be in executive session.
- All - review bylaws and Cheryl's suggestions. Be prepared to discuss next meeting.
- Sue - Bylaws on agenda for next meeting.

- Cheryl - merge old and new timeline.
- Cheryl - make a Doodle Poll once the candidates are selected for trustee interviews.
- Sue - ask Jo to put next trustee meeting on event keeper.
- Alyssa - let Jackie know when next meeting is.

Respectfully submitted,

Cheryl Weinstein