

Sharon Public Library Board of Trustees
Regular Session
October 2, 2013

Attendance:

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

Library Staff: Susan Martin (Interim Library Director), Danielle Margarida (Head Youth Services)

The meeting was called to order at 7:40 p.m. by Alyssa Rosenbaum.

Minutes

MOTION: Carolyn moved and Roberta seconded a motion to approve the revised minutes of the August 21, 2013 regular meeting. The motion passed unanimously.

Treasurer's Report

- Eastern Bank Account: \$1,823.67
- MMD Account: \$8,577.97

Friends

- Carolyn asked if the Friends would give something to ESOL and will bring it up at the next meeting. Downton Abbey Tea is being discussed. Annual meeting is Oct 14. Brought up donating money to the centennial effort.

Reports

Director's Report

Expenditures: Newsletter postage should have come out of state aid. Jo will fix.

Calling to Jo's attention what is the library offset and that the LIG is same in both Aug and Sep.

State aid report due next week and we are fine. We are in compliance with everything. We can only close 3 more hours before we are not in 100% compliance. State aid money comes in two pieces. Around Feb and May. MBLC send notice to the chair.

Planning and Design Grant - Bob and Sue went to mandatory workshop in Millis. Walked them through entire application process. There is a lot of help in putting this together. Proposal is due Jan 15. Action plan for fiscal 2015 is due Dec 1. This round is different than any other they've done as this is the first time they have planning sessions to guide libraries through. There are now 35 potential applicants. Anticipating that 20 will receive a grant. Do not have to go through this to get a building grant. Insist on a project manager. Cannot hire architect until get past the building program. Two votes that will need to be taken at May town meeting. They require certified copies of the vote mid May. 1. Town is willing to go into the program and accept the money. 2. The town must vote to fund their piece of it. Two year program. Finished

report must be done in 2 years. Must take to second phase with an architect with schematic design. Must look at multiple locations even if it won't work. We would look at 3 different possibilities. New location, demolition of most of this building and a new structure added on, what can be done with renovating the existing building with maybe a slight renovation.

Will announce successful grants on June 5. Not huge to put this application together.

Cheryl send notice to selectmen that we will be seeking this.

2015 budget: Sue doesn't have the preliminary document yet, hopes to have something for Lee Ann to get started with. Have to present 4 scenarios - flat + 2% + steps, flat + 2% + steps + anything else you need to supply services, all above + anything else you'd want. Flat budget would need to cut 17,000 out from somewhere. Suggestion - consider for #3 that we consider adding ESOL in there to continue this program. Alyssa said that since we are so tied to Stoughton there may be issues there.

Hours: Danielle said most of the staff feels that it would be beneficial to the town to be opened for a few hours on Sunday.

Sue put together a suggested action plan for 2015. Took the previous and put together some objectives so that Lee Ann would have a head start since it is due in less than 2 months. Changed some objectives and used some the same.

Capital Outlay Projects - We can email our proposal to the chair. Peter said he has requested proposals but hasn't received any yet. We will give a cover letter, photographic documentation and estimates for the work.

MOTION: Cheryl moved and Carolyn seconded a motion that we accept the capital outlay projects in the order as proposed, to be submitted to the capital outlay committee. The motion passed unanimously.

Letter from Red Thread - proposal for children's room desk. Will replace existing desk. More flat work space, all one level, placement will be better. circulation work stations will be larger which will help with workflow. Money would come from state aid.

Staff issues: Lucy is expecting a baby, 2/3 of staff has, had, getting colds. Karin Hagan fell and injured knee. Friday is Susan Molloy's last day. Preparing as much as possible that needs to be done completely or as much as possible to transition to Lee Ann. Sue will be here Monday and maybe Tuesday as well.

MOTION: Bob moved and Cheryl seconded the motion that Sue will continue to work on a consulting basis during the transition for no more than one week. The motion passed unanimously.

Doors - got a message from Joe Garber 2 or 3 days ago. It will be longer. We need penalty clauses on future projects.

Trustee Items:

Orientation:

Will separate volunteer appreciation and director welcome.

Danielle suggests that in the first month Lee Ann meet circ staff as a group separate from department heads.

Sunday Nov 10th for director welcome at 1:00. Specifically invite volunteers. Need to get into Sharon Patch.

Alyssa will draft an announcement and send to patch, advocate, Bob will put on the all regions network. Bob will talk to Joe about introducing to selectmen. She should meet Tim Farmer. Alyssa will ask Ben for list of department heads to send them an email. Alyssa will make sure Ben invites her to next department heads meeting.

Bob will take her to town hall and DPW.

Carolyn will introduce her to Friends.

Jackie will take her to meet Abigail.

Alyssa and Bob will take her on a tour Monday morning. Bob will set an alarm code for her. Lee Ann will need to learn how to set the code for the alarm.

Cheryl will talk to her about trustee meeting format.

Will talk about documentation next meeting.

Centennial: Thinking about some funding for the centennial. Banners for the street and banner for the parade. Bookmarks. Someone who works for ma historical society and ri historical society. Bob suggests that we ask Eastern Bank. Bob said he will put together a grant proposal for Eastern Bank and send it in.

MOTION: Alyssa moved and Carolyn seconded a motion to purchase a gift certificate to a restaurant. The motion was unanimously approved.

The next regular meeting will be Wednesday Oct 16, 2013 at 7:30.

MOTION: Bob moved at 8:50 p.m. and Alyssa seconded the motion to adjourn for the evening. The motion was unanimously approved.

Action Item Update

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.
- 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 - find out what version of windows the library is on.
- Bob - send capital outlay proposal to board
- Carolyn - contact Nancy Bass regarding Foundation.
- All - review bylaws and Cheryl's suggestions. Be prepared to discuss next meeting.
- Cheryl - merge old and new timeline.

October 2 Meeting:

- Cheryl - send notice to selectmen regarding planning and design grant.
- All - Plan Sunday Nov 10th for director welcome at 1:00
- Alyssa - draft an announcement re director and send to patch, advocate.
- Alyssa - ask Ben for list of department heads to send them an email re director.
- Alyssa - make sure Ben invites Lee Ann to next department heads meeting.
- Bob - put director announcement on the all regions network.
- Bob - talk to Joe about introducing Lee Ann to selectmen.
- Bob - take Lee Ann to town hall and DPW.
- Carolyn - introduce Lee Ann to Friends.
- Jackie - take Lee Ann to meet Abigail.
- Cheryl - talk to Lee Ann about trustee meeting format.
- Bob - put together a centennial grant proposal for Eastern Bank and send it in.

Respectfully submitted,

Cheryl Weinstein