

Sharon Public Library Board of Trustees  
Regular Session  
October 16, 2013

Attendance:

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

Library Staff: Lee Ann Amend (Library Director)

The meeting was called to order at 7:35 p.m. by Alyssa Rosenbaum.

Minutes

**MOTION:** Alyssa moved and Carolyn seconded a motion to approve the minutes of the September 16, 2013 additional meeting. The motion passed unanimously.

**MOTION:** Alyssa moved and Carolyn seconded a motion to approve the minutes of the September 16, 2013 executive session. The motion passed unanimously.

**MOTION:** Alyssa moved and Carolyn seconded a motion to approve the minutes of the October 2, 2013 regular meeting. The motion passed unanimously.

Treasurer's Report

- Eastern Bank Account:       \$1823.67 There was a deposit from Amazon for \$86.15.  
Check was issued for Sue Martin for \$100.00
- MMD Account:               \$8579.36

Roberta will try and find out why we have the two different accounts.

Friends

Had annual meeting. Did not talk about asking to give money to ESOL. Elected officers. Talked about Downton Abbey Tea. Cheryl will call Nancy Bass about vertical response database which is free for 501C3's. She will also find out if Nancy Bass has met with Foundation and papers, etc, are signed. Cheryl will ask Nancy to set up a meeting with Lee Ann.

Reports

Circulation holdings: usage for September - Discussion regarding value of this report monthly for trustees.

**Motion:** Cheryl moved and Alyssa seconded a motion that Lee Ann will replace this process with an annual Aris report with Y-T-D figures in September and a highlight in January. The motion passed unanimously.

Budget: Primary will make the library ineligible for state aid. Option 1 will make the library eligible for state aid. Primary and option 1 - salary increases are taken into account. Option 1 increases the material line to qualify for state aid. Option 2/3 includes Sunday hours, more money for things such as technology, advertising, professional development.

Lee Ann has asked for copies of every trust and endowment so we will have it in the library.

### Director's Report

Capital Outlay - Peter O'Cain is overwhelmed. Lee Ann offered to write an RFP. Also talked to Bill Fowler who is overseeing part of the process. Bill suggests doing a 5 year plan and picking one major project a year. Lee Ann is going to Capital Outlay tomorrow.

Lee Ann is planning to expand copy services to create revenue and to serve patrons.

Garden Club - Alyssa will open the doors on Sunday Oct 27th. Lee Ann will find out time, Jackie, maybe Bob, Alyssa, and Carolyn will be around at some times. Lee Ann and Jackie will work together to get Jackie a key and alarm code. Alyssa will email Amy Tobey to make sure she returned her key.

Children's Room Desk: Will also need a large shelving unit moved. Lee Ann wants someone to come look at the shelving and desk and get something that works for the whole area.

Staff - looking at organizational changes, departmentalizing, streamlining jobs. Lee Ann feels people can be utilized better, less micromanaging.

Lee Ann will email trustee packet at least 24 hours in advance of every meeting.

### Trustee Items:

Planning and Design Grant: Lee Ann has a meeting with MBLC this Friday, Lannette is going. There was a discussion about the names of subcommittees. The subcommittee to deal with a new or remodeled building will be called The Library Building Committee and consists of all the trustees. The trustees have appointed Jackie to be the chair of this committee. She will be the main contact for Lee Ann on all matters pertaining to any redesign/expansion/new building. House and Grounds/Building is the name for the subcommittee responsible for upkeep of the current building.

Centennial Committee funding request: The centennial committee is requesting funding from the trustees for the centennial. Lee Ann will find out if we can take this money out of state aid. There also may be a donation coming. This will be on the agenda for next month.

Trustee Documentation: The trustees already have a gmail account through OCLN. This is the account listed on the town website. The secretary will be responsible for checking the email account. The trustees can use this account for viewing of trustee documentation. Cheryl will send email id, password and instructions for viewing the emails and the documents. Everyone will sign on and take a look. Next meeting we will continue discussing the use of this account.

### Action Item Update

- We are not going to get rid of fines.
- We are not going to post minutes on the town website prior to what is currently there.
- We will not pay staff to attend trustee meetings.
- Letter regarding planning and design grant was sent to selectmen.
- Alyssa sent an announcement regarding the director to the newspapers, she sent an email to department heads and she asked Ben to invite Lee Ann to the next department heads meeting.

Next Meeting: November 18th at 8:00 6:30 - 8:00 for director welcome. Coffee, tea, appetizers, desserts. Food paid for by trustee funds. Alyssa will do Patch and Advocate notices. Cheryl will email town departments. Alyssa will write up, Cheryl will edit. Cheryl will make flyer. Carolyn will tell friends and will get paper products. Carolyn will try to get a centerpiece. Jackie will coordinate the food, Roberta will help. The welcome will take place upstairs in main area and the circ desk can be used..

**MOTION:** Cheryl moved at 945 p.m. and Roberta 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 24<sup>th</sup> 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.
- All trustees: Review the trustee calendar and update where you can

August 21 Meeting

- All - review bylaws and Cheryl's suggestions. Be prepared to discuss next meeting.
- Cheryl - merge old and new timeline.

October 2 Meeting:

- Bob - put director announcement on the all regions network.
- Bob - talk to Joe about introducing Lee Ann to selectmen.
- Bob - put together a centennial grant proposal for Eastern Bank and send it in.

October 16 Meeting:

- Roberta - try and find out why we have the two different trustee accounts.
- Cheryl - call Nancy Bass about 1) vertical response database which is free for 501C3's. 2) find out if Nancy Bass has met with Foundation and papers, etc, are signed. 3) ask Nancy to set up a meeting with Lee Ann.
- Lee Ann will replace the circulation holding report with an annual Aris report with Y-T-D figures in September and a highlight in January.
- Lee Ann and Jackie: Work together to get Jackie a key and alarm code.
- Lee Ann: Email trustee meeting packet at least 24 hours in advance of every meeting.
- Lee Ann: find out if centennial funding can from from state aid. Put centennial funding on the agenda for next month.
- Cheryl: send email id, password and instructions for viewing the trustee emails and documents.
- All trustees: Sign on to the gmail account and review.
- All trustees: Director welcome Nov 18 6:30 - 8:00.
  - Alyssa: Write up notice, Send to Patch and Advocate.
  - Cheryl: Edit notice, send to town departments. Make flyer.
  - Carolyn: Notify Friends, get paper products, Try to procure a centerpiece.
  - Jackie: Coordinate food.
  - Roberta: work with Jackie on food.

Respectfully submitted,

Cheryl Weinstein