

Board of Library Trustees

Minutes 06/13/2012

Present: Jeanne Ivas (chair), Kathryn Mudgett, Henry Goldman, Michael Yee, Becky Freer (director), Judy McConarty

Call to Order: Meeting called to order at 7:00 by Jeanne. Henry added "Building Vision" to the agenda.

Minutes: Minutes from the May meeting were approved as written.

Reports:

Director- Becky noted the strong support for the library at town meeting, which will allow the library to maintain its current schedule of 51 hours per week. She reported that over 25,000 people visited the library in May. Compared to May of last year, museum use was down but reference transactions and circulation were both up. Freegal music service was discontinued due to budget constraints. The survey committee continues to evaluate results and consider suggestions for improvements. Becky attended the Massachusetts Library Association conference and met with judges of the MLA Book Awards Committee to decide on a winner for the fiction award. While there, she attended a symposium focused on ways libraries can connect users with E-readers in a more cost effective and expansive way.

Financial- Judy submitted the financial report as of this date. She reported that, after deducting for warrants approved at this meeting, there is a balance of roughly \$8,200 in expenses.

Friends- Jeanne reported that the Friends will meet next week. They will be voting on a budget and electing officers. Jeanne will be away and is unable to attend. Other trustees were encouraged to go. The director of the Sandwich Glass Museum donated 3 1-time passes to the library. The museum pass committee may evaluate this pass. It was suggested that the committee should have a budget so they know how much they can spend on passes.

Old Business:

Budget- The library's FY13 operating budget request for \$537,595 was approved at town meeting. This will allow the library to maintain its current schedule of 51 hours per week. With regard to the capital budget, new carpeting will be installed the week of August 13th. The library will need to be closed during the installation. Massachusetts Library System transit/deliveries will also have to be suspended during this time.

Survey- Henry requested that the survey results be posted on the library's Website. He will send a news release to the local newspapers and to the town with a request that it be run on the Government Access Channel. The board agreed that the library should work on implementing some of the suggestions offered by survey participants, including:

- Offering keytag library cards
- Improving marketing

- Expanding weekend hours
- Providing more copies of most popular titles

Henry suggested sending out “Did you know...” emails twice a month with information about library resources, programs, etc. Email addresses collected during the survey would make up the initial audience. Becky and Judy said the library could do this with Book Sizzle, which has a newsletter feature. Mike suggested reviewing Website analytics to determine the most visited Web pages for marketing purposes. The board discussed the possibility of adding Sunday hours in response to requests for expanded weekend hours. Kathryn suggested requesting a revolving fund for fines to provide funding. The logistics of staffing and funding will be discussed further at the next meeting. Options such as rental books and temporary collections will be explored to meet the demand for more copies of popular titles. Judy will look into purchasing keytag library cards. The survey committee will meet at 3:00 pm on Wednesday, July 25, to assess the building for possible improvements.

New Business:

Charter- The Board of Selectmen is holding discussions to work through changes to the town charter.

Hours FY13- The library will maintain its current schedule of 51 hours per week.

Hiring- The hiring freeze has been lifted.

Building Vision- The board identified several needs, including:

- Dedicated children’s space
- Dedicated quiet areas
- Dedicated(separate) storage space
- Friends’ room
- Increased space for staff services
- Study carols
- Distance/life-long learning services
- Local history room

The next meeting will be on Wednesday, August 1 at 7:00 pm.

Upcoming meetings were scheduled as follows:

September 19
October 17
November 14
December 19

The meeting was adjourned at 8:45 pm. Recorded by Judy McConarty