

Board of Library Trustees Minutes 08/01/2012

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

Call to Order: Meeting called to order at 7:10 by Jeanne. Jeanne added "Posting of Minutes" and "Trustees Handbook" to the agenda. Becky added "Foundation Raffle."

Minutes: Minutes from the June meeting were approved as written. Jeanne raised the idea of posting meeting minutes on the Trustees page of the library's Website. Everyone agreed and it was also suggested that the language, "The public is encouraged to attend", should be added to this page. Judy will add this text and post minutes after they have been accepted by the board. Online posting will begin with the June meeting minutes.

Reports:

Director- Becky reported that reference librarian Jason Bloom resigned to accept a position at another library. Angela White has been hired as the new reference librarian. She will begin training during the week of August 6th and will start full-time on August 20th. The library was very busy with the summer reading program during the month of June. Circulation was over 12,000 and museum use was over 100. Web hits and reference use were both up. Becky completed a five-year term on the OCLN Executive Board. She will continue to work on the Committee on Innovation, Planning and Budget, and other committees.

Financial- Judy reported that encumbrances of \$711.78 were approved by the town accountant and these invoices will be paid from the FY12 budget. Expenditures for July are in keeping with expectations for this point in the new fiscal year. Jeanne asked to have the financial reports sent to trustees prior to meetings so they can be reviewed in advance, leaving more time for other agenda items. Judy will do this starting with the next financial report.

Friends- Jeanne reported that the Friends' Wellfleet OysterFest Weekend House Raffle is in progress. Tickets are \$10 each. The Friends are also tracking museum use and considering new passes. The Friends' newsletter will go out at the end of the month. Henry said he would contribute something about the survey. Becky and Jeanne also will provide input.

Old Business:

Survey- Henry reported on some of the observations from the survey committee walk-through, including improved signage and less clutter, particularly in the front alcove. The committee noted that the library is maxed out with regard to space. Also, the library's sign needs to be replaced and moved closer to the street. Becky will get a permit and Image Resolutions will be asked to make the new sign. Some of the survey suggestions to be implemented include offering keytag library cards and sending out

regular “Did you know?” emails to patrons. The addition of an online suggestion box was mentioned. Henry said that, overall, the library is making progress.

Carpeting- The new carpet installation is scheduled during the week of August 13th. Henry suggested posting an announcement on the local government access channel. Judy will contact Lynda Allen at town hall to request posting. Sarah suggested posting on Facebook and other social media sites.

Sunday Hours- Becky and Judy met with Jim Boudreau regarding overtime requirements for Sunday work. Jim offered to review library job descriptions to determine exempt/non-exempt status of positions. Sunday hours would possibly be offered from October through mid-May. One professional and 2 circulation assistants would staff the library. Discussion will continue at the next meeting.

New Business:

Trustees Handbook- Jeanne asked everyone to review the *Roles and Responsibilities of Trustees* section in the *Public Library Trustees Handbook*, which is posted on the Massachusetts Board of Library Commissioners’ Website. Discussion will follow at the next meeting.

Library Vision- Henry noted that even as formats change, the library will still need space in order to meet community needs. Board members envisioned the library as:

- an information hub/community center,
- equipped with current technology,
- providing access to books, movies, music and other content in various formats,
- a facility with an auditorium, a separate children’s room, a craft room, dedicated study rooms, a local history room and adequate office space.

Website Revisions- Jeanne passed out a list of top 10 library Websites for everyone to review. Discussion will follow at the next meeting.

Remote Participation- Jeanne asked the board to consider options for enabling remote participation as allowed under the open meeting law. Use of a Skype account was discussed as a possibility.

Foundation Raffle- After some discussion, the board decided it was time for a change from the annual calendar raffle. Henry suggested a Trivia Night, with the Cushing Center mentioned as a possible venue. Sarah suggested a fundraiser at a local restaurant venue with attendees dressing in costume. March/April of next year was mentioned as a possible timeframe.

The next meeting will be on Wednesday, September 19 at 7:00 pm.

The meeting was adjourned at 9:00 pm. Recorded by Judy McConarty

(Note: The September meeting was rescheduled to Tuesday, September 25 at 7:00pm.)