

**Board of Library Trustees**  
**Minutes 09/25/2012**

**Present:** Jeanne Ivas (chair), Kathryn Mudgett, Michael Yee, Sarah Summers, Christine Smith, Becky Freer (director), Judy McConarty, Nancy Perry

**Call to Order:** Meeting called to order at 7:05 by Jeanne. Jeanne added Sunday Hours, Library Vision and Trustees Handbook to the agenda under Old Business. Becky added Tutor Policy to the agenda under New Business.

**Reading of Minutes:** Minutes from the August meeting were approved as written.

**Reports:**

**Director-** Mike questioned the numbers in the Volunteer Hours section of the August statistical report. Becky explained that Youth and Adult numbers represented the number of volunteers while Total Hours represented the hours volunteered. He also asked how “unique users” are defined in the Web Hits section. Judy provided the definition from the AWStats Website, which defines a unique visitor as “a person or computer (host) that has made at least 1 hit on 1 page of your web site during the current period shown by the report.” Visitors are tracked by IP address. Becky reported on the successful completion of the new carpet installation and acknowledged the hard work of staff and volunteers throughout the process. NPL’s new adult services librarian, Angela White, is exploring the possibility of a digitization project and will be meeting with the Norwell Historical Society to see their collection and discuss collaboration. The Norwell Reads committee has been considering possible titles for Norwell Reads 2013. OCLN is considering purchasing an online magazine subscription service, contingent on membership approval. Individual libraries would pay to subscribe. Becky also mentioned that a volunteer group has asked to plant daffodil bulbs at the library and they plan to do this on Sunday.

**Financial-** Judy submitted the monthly financial report. Expenditures are in line with expectations at this point in the fiscal year. Jeanne asked about the potential impact of downloadable eBook and audio book purchases on the library’s materials budget as the demand for these formats increases. Becky pointed out that these are purchased in addition to and not instead of other formats and therefore add to the cost of purchasing titles for patrons. Children’s librarian, Nancy Perry, said that the library should be ahead of the curve with the purchase of these formats to support the school curriculum. Jeanne suggested that the library track all downloadable eBook/audio book purchases and circulation statistics to help provide justification for future budget requests.

**Friends-** Jeanne reported that the Friends are looking for new Sponsors-of-the-Month and for new fundraising ideas. A mini-golf fundraiser, which would take place in the library, is being considered. A \$650 grant was received from the

Chamber of Commerce. A book sale will be held in October, when Fred-the-Shed will be closing for the season.

### **Old Business:**

**Survey Updates-** Becky reported that library improvements are continuing. Blinds have been ordered for the rear alcove. Image Resolutions has been contacted about making a bigger, more visible sign. Other improvements under consideration include replacement of the circulation desk and a self check-out station.

**Website Review-** Becky noted that improvement of the library's Website is a work in progress and redesigning the site is being considered. She reviewed a summary of goals as outlined in a proposal by T.K. Rose to redesign Website. These goals were based on input from staff, trustees, users and the consultant.

**Open Meeting Law-** Judy reported that Skype has been set up on the library's iPad to facilitate remote participation. Jeanne noted that trustees must be physically present to be counted toward a quorum.

**Sunday Hours-** The board discussed a possible pilot program of Sunday hours, to begin in January. Funding of the pilot program would possibly come from state aid. If the pilot program is successful, Jeanne suggested that the board propose a revolving fund to pay for Sunday hours with fine money. She advised that a Sunday Hours policy should be in place before moving forward. She asked for a subcommittee to work on this prior to the next meeting. Becky and Sarah agreed to work with Jeanne on the subcommittee. Jeanne said she would also invite Henry to participate.

**Trustees Handbook-** Discussion was postponed until the next meeting.

**Library Vision-** Discussion was postponed until the next meeting.

### **New Business:**

**Fees for Lost and Damaged Books-** The board discussed the collection of fees for lost and damaged materials. Discussion will continue at the next meeting.

**Media Book Drop-** Becky said that a separate media book drop is being considered to help protect items such as DVDs, music CDs and audio books from damage.

**Circulation Date Due Cards-** Becky and Judy suggested that the library discontinue using date due cards. Use of the cards is outdated and is also labor intensive for staff. Our receipt printers enable staff to print patron checkouts on a

single slip, including all due date information. An added advantage would be the space freed up in the community room without the need for the card storage cabinet. The board agreed and Becky said she would arrange to have the storage cabinet removed.

**Volunteer Fair-** Becky suggested that the library host a volunteer fair, possibly in January or February. Community organizations needing volunteers, such as Norwell Farms, the Council on Aging, Visiting Nurses Association, the Norwell Historical Society, the Red Cross and South Shore Elder Services, would be invited to the event.

**Tutor Policy-** Becky passed out a draft of a tutor policy, which governs the practice of tutoring in the library, for the board to review and discuss at the next meeting.

The next meeting will be on Wednesday, October 17, at 7:00 pm.

The meeting was adjourned at 8:55 pm. Recorded by Judy McConarty