

**Board of Library Trustees
Minutes 10/17/2012**

Present: Jeanne Ivas (chair), Henry Goldman, 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. Library sign and lost/damaged items were added under old business. Foundation holiday raffle and donations were added to the agenda under new business.

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

Reports:

Director- Becky reported that circulation, use of museum passes and patron visits were down from last year for the month of September. Of note however, was a 66% increase in the circulation of children's series and sequels titles. Children's librarian, Nancy Perry, attributed much of the interest in these books to the way they are displayed. She hopes to do more with displays to encourage circulation. As for other changes, the library no longer uses date due cards. This has speeded up checkouts/returns at the circulation desk and reduced processing costs. The Norwell Reads Committee selected *The Gardner Heist* for the next town-wide reading initiative.

Financial- Judy submitted the September financial report at the last meeting. Library expenditures were in line with expectations at that point in the fiscal year. The October report will be submitted prior to the November meeting.

Friends- Jeanne reported that the Friends next sponsor-of-the-month will be *Career Bound*, co-founded by Bob Kustka. Friends Chair, Penny Wilson, recently spoke to a local women's business group to generate more interest in the Sponsor-of-the-Month fundraiser. The response was encouraging and the Friends are anticipating some new sponsors as a result of Penny's presentation. The fall book/bake sale and closing of Fred-the-Shed was held on October 13th. Next, the Friends are planning to raffle some themed baskets.

Old Business:

Trustees Handbook- Jeanne continued to encourage everyone to read the trustees handbook and to bring questions/comments to meetings.

Tutor Policy- Those present reviewed and commented on the tutor policy that Becky had drafted. A revised draft will be available for review at the next meeting.

Sunday Hours- The board voted unanimously to accept the Sunday Hours Policy, as written by Jeanne. Henry suggested that Becky provide monthly updates to the board during the trial period. Henry and Becky suggested presenting the library's Sunday hours plans to the board of selectmen. Becky will contact Lynda Allen about meeting with them in early November.

Library Sign- Becky reported that she met with Image Resolutions regarding replacement of the library's sign. They suggested using a bolder, more visible font on the new sign. The board also discussed the possibility of adding a blue library sign across the street from the library's driveway for added visibility.

Fees for Lost/Damaged Items- The board reviewed current practices for collecting fees for lost/damaged items.

New Business:

Digital Commonwealth Project- Adult services librarian, Angela White, is continuing to research the digitization of yearbooks and town reports as part of the *Digital Commonwealth* project.

Foundation Holiday Raffle/Donations- Christine said, even though there will be no calendar raffle this year, Churchillers may still be willing to make some kind of a donation to the library. Becky suggested some possible projects, including leaf clean-up, weeding and painting the walls in the children's area.

The next meeting will be on Wednesday, November 14, at 7:00 pm.

The meeting was adjourned at 9:05 pm. Recorded by Judy McConarty