

**Board of Library Trustees
Minutes 11/14/2012**

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

Call to Order: Meeting called to order at 7:00 by Jeanne.

Reading of Minutes: Minutes from the October meeting were accepted as written.

Reports:

Director- Becky reported that attendance was high for the month of October due to well-attended programs and increased traffic overall. Becky and Nancy are collaborating with the middle school to hold literary lunches in an effort to encourage boys to read. These are being offered to 6th grade boys and each event is limited to the first 25 students who sign up. The feedback has been positive.

Financial- Judy submitted the October financial report. Library expenditures were in line with expectations at this point in the fiscal year.

Friends- Jeanne reported that the Friends are holding a basket raffle fundraiser. Children's Librarian, Nancy Perry, is planning a Children's Holiday Fair on the Monday after Thanksgiving. As part of the event, Storybook Cove will be selling children's books. A portion of the proceeds will be donated to the Friends. Henry suggested sending out a news blast to promote the event. The Friends are also looking into a mini-golf fundraiser.

Old Business:

Tutor Policy- The board reviewed the tutor policy, as revised by Becky. They voted unanimously to adopt the policy.

Sunday Hours- Becky, Jeanne, Kathryn and Henry met with the selectmen regarding Sunday hours. Boston Globe South contacted Jeanne - there may be a news article. Sarah suggested holding music/cultural programs to encourage attendance and community support. Board members also suggested sending e-mail news blasts, posting flyers and posting on the school and library websites to promote Sunday hours.

Survey-

Circulation Desk- Becky received an estimate from Sean Ford to build a new circulation desk. Jeanne suggested moving this under capital projects.

Lighting- Becky has contacted John Lunn about installing additional lighting and energy efficient lamps in the adult area.

Disability Grant- Becky and Angela are planning to work on a disability grant to improve accessibility for patrons. Grant funds may be used to install lower desks/tables for easier access to computers and purchase various assistive technologies.

New Business:

Capital Projects- The board discussed possible capital projects, including a new roof, new windows and restroom renovations. Becky will get estimates. Sarah suggested obtaining input from Office Max on restroom items. Becky has also been looking into applying for CPC funds to purchase a microfiche machine possibly fund a local history room addition.

Budget FY14- The board reviewed FY14 budget considerations, including adding line items for seasonal maintenance, copier expenses and programs. Becky said additional funds should be requested for materials due to additional formats, including eBooks. Judy mentioned that the circulation assistant substitute line needs to be increased to provide adequate coverage for Vicki's vacation and sick/personal time.

Henry announced that he will not serve another term as a trustee. Becky, Jeanne and the entire board expressed their appreciation for his years of service.

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

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