

Board of Library Trustees Minutes 11/20/13

Present: Jeanne Ivas (Chair), Kathryn Mudgett, Mike Yee, Becky Freer (Director), Christine Smith, Arnie and Maurine Gabrielle (Norwell Residents)

Call to Order: Meeting called to order by Jeanne. Due to the arrival of guests, reports, and policy review were withheld until December. Parking Issues was added to the beginning of the agenda.

Parking Issues: Maurine Gabrielle shared her concern over the lack of available parking spots at the library and the safety issues it creates. She has talked with Jim Boudreau and Ellen Allen and others to see if there can be additional parking added to the lot. Jeanne shared information about the report submitted by Steve Ivas that was included in the building construction grant to the MBLC in 2006. Kathryn Mudgett will speak to David Osborne to see where the current wetland areas are situated on the library site.

Old Business:

Sunday Hours: Kathryn presented changes to the personnel plan to address time and a half pay for library professionals working on Sundays. During the pilot project last year the professionals volunteered to work for comp time when the library was open for eleven Sundays January through April 2013. Nearly 1,000 people used the library during this trial period. The Pembroke personnel plan was used as a model. Becky and Kathryn will request a meeting with the personnel board to present the recommendation that was approved by the Board of Trustees, Kathryn made a motion, and Mike seconded the motion.

Budget: Becky presented the FY'15 Budget to the Board (\$571,785) last year it was \$559,054. It includes increases in the Building Maintenance and Programming line (currently not funded). The payroll line includes step increases and the adjustment in actual hours worked that was discussed with the town administrator and accountant last year and was not included in the appropriated budget that was sent out to Department Heads. The library is submitting a level funded budget as requested.

New Business:

Building Issues: Becky was given an estimate by Hoadly Plumbing for approximately \$1,000 with the stipulation that it could be more if they found problems once they broke into the wall behind the faulty toilet in the Lady's public restroom. The current Facilities Manager will work with the town plumber to resolve the issue.

There were staff complaints about a musty odor in the Tech Services and staff room. There was a hole in the wall in the staff room that Becky was told to cover and several places were

examined as possible causes. OccuHealth issued a report and stated that there was no significant mold but suggests taking a wall down in the two locations. An estimator came in to examine the sites and noticed other possible locations that might be responsible including the venting system, he took note of the leaks in the ceiling as well. The money for repairs will come out of the budget and the library will request a transfer if needed.

Meeting was adjourned at 8:50 pm. Recorded by Christine Smith, typed by Rebecca Freer.