

**Board of Library Trustees
Minutes 01/14/2014**

Present: Jeanne Ivas (Chair), Kathryn Mudgett, Mike Yee, Victor Posada, Becky Freer (Director), Judy McConarty, Tammie Garner (Bd. of Selectmen)

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

Welcome: Jeanne welcomed Norwell Selectwoman and library liaison, Tammie Garner.

Minutes: Minutes from the September, October and November meetings were approved as written.

Reports: Reports were deferred until the February meeting.

Old Business:

Building Issues:

- A new toilet was installed in the women's restroom to replace the original fixture, which was cracked and leaking.
- Air quality testing conducted in the library kitchen area where staff had been noticing a foul, musty odor, showed negligible mold levels. However, when contractors opened the wall, they found and removed a mouse nest. The new Facilities Manager, David Sutton, coordinated the toilet replacement and mold testing/repair. Becky reported that he has been a pleasure to work with and very helpful in addressing maintenance issues.
- Materials purchasing procedures need to be addressed to simplify and expedite purchasing by the Facilities Manager, allowing him to complete work in a timely manner, while ensuring that departments are billed appropriately. The library has already realized a cost savings from work performed by Dave and his assistant (e.g., the toilet replacement) that would otherwise have required hiring a contractor.
- Kathryn reported that she had met with Dave Osborne regarding adding 8-9 parking spaces in the circle area to alleviate the crowded parking situation. There are currently 25 library parking spaces. She also asked Paul Foulsham for an estimate to clear and pave the circle. Kathryn cautioned that any work within a wetlands buffer zone is subject to approval by the Norwell Conservation Commission and is not guaranteed.

Policy Review:

- The Board voted to adopt the *Town of Norwell Policy of Civil Discourse*.
- The Board voted to accept the *Norwell Public Library Program Policy*.

Sunday Hours: The Board continued discussion of the changes needed in the personnel plan to address compensation for library staff who chose to work on Sundays, should the library decide to go forward with adding Sunday hours. Becky is continuing to gather input from other libraries regarding their practices. She and

Kathryn will work on developing a proposal for presentation to the Wage and Personnel Board on 1/21/14 at town hall.

New Business:

Library Study Committee: The first meeting of the library/town hall study committee will be held on Wednesday, January 21st, at Town Hall. Mary Cole, David Sutton, Frank White, Jeanne Ivas and Laurence Gogarty will serve on the committee. Becky encouraged the committee to review surveys, plans and other work already completed. Tammie suggested that the committee consider long-range technology needs as part of the study process.

Committee, Commission and Board Handbook: Jeanne encouraged everyone to read the handbook and also reminded Trustees to take the state ethics exam.

Upcoming Meetings:

The Board of Library Trustees meets on Wednesday evenings at 7pm at the Norwell Public Library unless otherwise noted. Upcoming meeting dates in 2014 are February 12th, March 12th, April 9th, May 14th and June 11th.

Meeting was adjourned at 8:30 pm. Recorded by Judy McConarty