

**Board of Library Trustees
Minutes 02/25/2014**

Present: Jeanne Ivas (Chair), Kathryn Mudgett, Mike Yee, Sarah Summers, Christine Smith, Rebecca Freer (Director), Judy McConarty,

Call to Order: Meeting was called to order by Jeanne at 7:05 pm.

Additions to Agenda:

- Old Business - Policy Review, Norwell Reads
- New Business - Advisory Board/Capital Budget Meetings, State Aid, Volunteer Fair

Minutes: Minutes from the January meeting were approved as amended by Judy.

Reports:

Director:

- Circulation and program attendance were down somewhat compared to last year. This may have been due, in part, to the fact that patrons were not able to place holds during the last week of January because of a server upgrade at OCLN Central Site. In addition, the library's phone lines were down for most of that week. Persistent inclement weather may have been a factor as well.
- NPL joined other members of OCLN in celebrating Zinio Day on January 15th. This marked the first anniversary of OCLN's subscription to this digital magazine platform. The library offered patrons informational brochures, individual help and refreshments. Several people came in with their devices and staff assisted them in setting up and using Zinio.
- The Norwell Chamber of Commerce State-of-the-Town Breakfast was held at NPL this year. Each town department presented a report of its activities and initiatives.

Friends:

- The Friends meet tomorrow night. Proceeds from the current raffle basket of lottery tickets will go toward the Children's Furniture Fund. The Friends are considering a golf fundraiser for next spring.

Financial:

- As of the end of January, there is \$69,565 remaining in operational expenses, \$1,206 remaining in operational OCLN, \$35,367 remaining in Director salary/longevity and \$112,496 remaining in staff payrolls/longevity. Balances are in line with expectations for this point in the fiscal year.
- Fines collected to date total \$4,725. Public copier payments collected to date total \$1,439.

Old Business:

Parking Lot:

- The option of adding 8-9 parking spaces in the circle area continues to be considered in an effort to alleviate the crowded parking situation. Kathryn has been gathering information. She cautioned that any work within a wetlands buffer zone is subject to approval by the Norwell Conservation Commission and is not guaranteed.

Building Conditions:

- **Kitchen Wall:** Repair of kitchen and closet walls has been held up due to problems purchasing materials. Facilities Manager, David Sutton is working on this.
- **Windows and Doors (capital project):** Dave Sutton is coordinating the replacement of windows and doors. Work will be completed this spring.
- **Finishing Projects:** An exterminator placed traps in the library in response to mouse/mole problems. Related exterior building repairs will be completed in the spring.
- **Roof:** Multiple roof leaks have necessitated repairs, which Dave Sutton coordinated.

Library Study Committee Updates:

- The Library/Town Hall Study Committee has had its first meeting and will meet again tomorrow night. The committee is in the process of defining the tasks that will need to be addressed. Becky is reviewing the old building program.

Policy Review:

- The Cell Phone Policy was approved as revised by Becky.
- The Bulletin Boards and Information Displays Policy was approved as revised by Becky.

Norwell Reads:

- The Norwell Reads Committee is finalizing plans for this upcoming event. Children's Librarian, Nancy Perry, and Kathryn Mudgett will meet with the Selectmen on March 19th to introduce them to this year's book selection, *Loving Frank*. The theme is architecture and the life and work of Frank Lloyd Wright. Among the activities, the library plans to have a speaker come to talk about Frank Lloyd Wright and architecture, there will be a special Lego program and also a trip to the Zimmerman House, which was built by Wright.

New Business:**Phone Service:**

- Becky suggested that, after the recent telephone outage, the library should consider having Verizon run fiber optic cable to the library. She spoke with Dave Sutton and he is looking into this.

Advisory Board and Capital Budget Meetings:

- The library will present its FY '15 budget at the Advisory Board Meeting on Thursday, March 6 at 7:30 pm. Becky, Judy, Sarah and Victor will attend.
- The Capital Budget Meeting will be on Wednesday, March 5 at 7:00 pm. Becky and Jeanne will attend. Becky encouraged others to attend if possible. Capital items for FY '15 include renovations to the public restroom and the parking lot expansion. Long-range items include a new roof and a new circulation desk.

State Aid:

- Norwell received its first state aid payment of \$5,109.72. Jeanne noted that the Massachusetts Board of Library Commissioners (MBLC) changed the disproportionate cut threshold from 10% to 5%.

Volunteer Fair:

- The library will host its second Volunteer Fair on Saturday, March 29th. Several local organizations and community groups will participate. This is a great way to bring together groups needing volunteer help with those wanting to volunteer.

Becky reported that the redesigned NPL website is live. The new design is responsive, making it much easier to view from mobile devices and also incorporates drop-down menus for improved navigation.

The next meeting will be on March 12 at 7:00 pm.

Meeting adjourned at 8:15 pm. Recorded by Judy McConarty