

**Board of Library Trustees
Minutes 04/9/2014**

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

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

Minutes: Minutes from the March meeting were accepted as written.

Reports:

Director:

- The Seed Lending Library kick-off event was attended by 21 people. Scott Franklin, farm manager of Norwell Farms, presented an informative program about seed saving.
- Children's librarian, Nancy Perry, was a reader at the Middle School for the popular Literary Lunch program.
- The microfilm scanner is now available for use. The Norwell Community Preservation Committee (CPC) provided \$9,000 in funding for the scanner.
- The Scituate Savings Bank, a longtime supporter of Norwell Reads, invited the library to set up a display at the Norwell Center location. The display was accompanied by a drawing for this year's book selection, *Loving Frank*.

Financial Report:

- Overall, expenditures are in line with where they should be at this point in the fiscal year.
- Judy met with town accountant, Donna Mangan, to review the status of library salaries & wages expenditures to date. Donna will transfer \$5,600 to the library's budget to cover FY '14 cost of living increases. They agreed that the amount due Barbara Sullivan upon her retirement for unused vacation and sick leave buy-back would be \$13,933.55. The library can request a reserve fund transfer to cover this expense.
- The board unanimously voiced its support for requesting a reserve fund transfer for this purpose.
- The Advisory Board approved the library's FY '15 budget as requested.

Friends:

- Fred-the-Shed will open on Saturday, May 3. There will be a plant sale, book sale and yard sale.
- The Friends have sent out their annual membership appeal.

Old Business:

Library/Town Hall Study Committee:

- The Advisory Board voted against the committee's article for the town meeting warrant, which requested funding to develop/update building programs for the library and town hall. The committee will meet for further discussion on April 12.
- Becky is working on a long-range strategic plan for the library.

Capital Budget:

- Becky, Victor & John Holmes attended the March capital budget meeting. The committee did not receive estimates for bathroom renovations and parking lot expansion in time to include these capital budget requests on the town meeting warrant this year.

Policy Review:

- The board reviewed the Unattended Children in the Library Policy. Jeanne asked Becky to contact the Norwell Police Department regarding the feasibility of police monitoring children aged 16 and younger if caregivers do not pick them up before the library closes.

New Business:**Incident:**

- Two patrons had a verbal disagreement and then one of them called the Norwell Police Department. Becky discussed the situation with the police when they arrived. Out of consideration for the safety of staff and other patrons, Becky asked the police to inform both patrons that they will not be allowed back in the library until further notice. The police warned both patrons that any attempt to enter the building would be considered trespassing.

Other:

- Emily Goodwin has been selected as the new Technical Services Librarian, replacing Barbara Sullivan who recently retired. The Circulation Assistant position, now unfilled due to Emily's promotion, will be posted shortly.
- Becky is looking for people to serve on the long-range planning committee. The committee will meet approximately twice each month for 3 months, most likely in July, August and September.

The next meeting will be on May 14 at 7:00 pm.

Meeting adjourned at 8:40 pm. Recorded by Judy McConarty