

**Board of Library Trustees**  
**Minutes 05/14/2014**

**Present:** Jeanne Ivas (Chair), Kathryn Mudgett, Mike Yee, Victor Posada, Sarah Summers, Christine Smith, Rebecca Freer (Director), Judy McConarty, Jill O'Loughlin, Patricia Anderson

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

**Topics Added to Agenda:** Add to New Business - South Shore Children's Museum, Pay-Roll Sign-Off Protocol and Summer Library Design Program.

Jeanne welcomed Jill O'Loughlin and Pat Anderson, both of whom are candidates for the position of Norwell Town Clerk in the election on Saturday, May 17. Each candidate gave a brief presentation.

**Minutes:** Minutes from the April meeting were deferred.

**Reports:**

**Director:**

- The library has completed its 10th Norwell Reads Program. This year's book selection was *Loving Frank* and the program focused on architect, Frank Lloyd Wright, and architecture. About 150 people participated in events offered to children, young adults and adults. The trip to the Currier Museum was cancelled due to low registrations. Becky expressed her appreciation for all of the work done by the Norwell Reads Committee, which made this program a success. This year's committee members were Nancy Perry, Elissa Derby, Kathryn Mudgett, Jennifer Pratt, Wendy Bawabe, Meredith Atkinson and Rebecca Freer.
- Circulation was down 2% compared to April of last year. However, there was a decrease network-wide and Norwell's circulation was stronger than over half of all 29 OCLN libraries.
- Barbara Sullivan retired on April 18. Becky expressed her appreciation for Barbara's years of service to the library and wished her well in her retirement. Emily Goodwin trained with Barbara for 1 week and is doing a terrific job.

**Financial Report:**

- Overall, expenditures are in line with where they should be at this point in the fiscal year.
- The library has been asked to have a representative attend the Advisory Board Meeting on May 22 regarding the library's request for a reserve fund transfer. The transfer is needed to cover the lump sum payment due Barbara Sullivan upon her retirement for unused vacation and sick leave buy-back. Sarah Summers agreed to attend.

**Friends:**

- The Children's Furniture Fund has reached \$6,000.
- A Father's Day basket raffle will be the next fundraiser.
- The Friends will meet again next Tuesday evening.

**Old Business:**

**Library/Town Hall Study Committee:**

- The committee's request for \$35,000 to develop/update building programs for the library and town hall was approved at town meeting.
- The committee would like a web presence on town and library websites.
- Becky will develop a new strategic plan for the library this summer and fall, gathering input from focus groups during the process. This effort will proceed concurrently with updating the library's building program as these tasks are mutually relevant. Cheryl Bryan will serve as consultant in the process of updating the library's building program.
- The tentative date of the next meeting is Tuesday, May 27 at 6 pm.

**Policy Review:**

- The board reviewed the Unattended Children in the Library Policy, as revised by Becky after consulting with the Norwell Police Department. Chris moved to accept the policy, Sarah seconded the motion and all voted in favor.
- Becky gave everyone a copy of the Customer Service Policy for review in anticipation of discussion at the next meeting.

## **New Business:**

### **Town Meeting:**

- The Library/Town Hall Study Committee's request for \$35,000 to develop/update building programs for the library and town hall was approved at town meeting.

### **Staffing:**

- Currently, NPL's staffing total is 7.3 FTEs (Full-Time Equivalents), which is lower than that of most libraries of similar size in the surrounding area.
- Becky suggested adding an 18 hour/week floating position to provide support for the Children's Librarian, circulation desk and administration.
- Becky requested the board's approval to investigate reclassifying the Systems Manager position due to the responsibilities of that position. Victor moved that the library proceed with an investigation of reclassification, Chris seconded the motion and all voted in favor.

### **South Shore Children's Museum Event:**

- Jeanne shared an invitation from the Pembroke Chamber of Commerce and South Shore Children's Museum for an upcoming after-hours networking event.

### **Summer Library Design Program:**

- Becky informed the board about an upcoming program at the Harvard University Graduate School of Design, *The Planning and Design of Public Libraries*. The program will be held on July 28, 29 and 30. Discussion followed with consideration to continue.

### **Pay-Roll Sign-Off Protocol:**

- Jeanne moved that the board designate one person to sign off on the weekly payroll as follows: Becky (the Director) would be the primary designee. In the absence of the Director, the designee would be a member of the Library Board of Trustees starting with Chair, Vice-Chair and remaining members in order of seniority on the board. Currently, the order would be:
  - Library Trustee Chair - Jeanne Ivas
  - Library Trustee Vice-Chair - Kathryn Mudgett
  - Library Trustee - Christine Smith
  - Library Trustee - Sarah Summers
  - Library Trustee - Mike Yee
  - Library Trustee - Victor Posada
 Chris seconded the motion and all voted in favor.

The next meeting will be on June 11 at 7:00 pm.

Meeting adjourned at 8:35 pm. Recorded by Judy McConarty