

**Board of Library Trustees
Minutes 06/11/2014**

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

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

Topics Added to Agenda: Add to New Business - Board reorganization

Minutes: Minutes from the April and May meetings were accepted as written.

Reports:

Director:

- Circulation was a respectable 9,894 for the month. That was higher than last month but down 1% compared to May of last year.
- Unique visitors to the website was up by 34% from last year.
- Staffing changes: Emily Goodwin is doing a great job as the new Technical Services Librarian. Emily replaced Barbara Sullivan, who retired in April. Pam Achille has been hired as Circulation Assistant, filling the opening created by Emily's promotion. Our Shelver, Lois Athanasiou, gave her notice as she wants more time to pursue other interests.
- The MA eBook Project pilot program is nearing completion. The Massachusetts Library System (MLS) is hopeful that the Massachusetts Board of Library Commissioners (MBLC) will move forward with making this a statewide resource.

Financial Report:

- Overall, expenditures are in line with where they should be at this point in the fiscal year.
- \$75,000 in capital funds for window/door replacements will be carried forward to FY15.
- The Advisory Board approved the library's request for a reserve fund transfer at their May 22 meeting. The transfer was requested in order to cover the lump sum payment due Barbara Sullivan upon her retirement for unused vacation and sick leave buy-back.

Friends:

- Friends Chair, Karen Yee, is stepping down. Elections for new officers will take place when the Friends meet next week.
- The Friends are looking for new members to serve in a variety of capacities.
- A Father's Day basket raffle fundraiser is in progress.

Library/Town Hall Study Committee:

- The committee is in the process of developing a community survey and indentifying project stakeholders.
- The next meeting will be on June 19 at 6pm.

Old Business:**Policy Review:**

- The board reviewed the Customer Service Policy. Becky will ask for input from staff and discussion will continue at the next meeting.

New Business:**Education Reimbursement:**

- Becky presented a draft of Guidelines for Tuition Reimbursement for discussion. Jeanne suggested finding out how other libraries fund tuition reimbursement and exploring the idea further. Becky will seek input from Human Resource Director, Barbara Childs.

Board Reorganization:

- Reorganization was deferred until the next meeting.

The next meeting will be on July 16 at 7:00 pm.

Meeting adjourned at 8:02 pm. Recorded by Judy McConarty