

**Board of Library Trustees
Minutes 10/29/2014**

Present: Victor Posada (co-chair), Sarah Summers (co-chair), Kathryn Mudgett, Chris Smith, Rebecca Freer (director), Judy McConarty

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

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

Reports:

Director:

- All windows with broken seals were replaced. Parts are on order to replace doors.
- The MA eBook Project was adopted by OCLN membership and will be adopted by all libraries in Massachusetts.
- OCLN launched Enterprise, the new online public access catalog. Feedback from patrons has been mainly negative but OCLN is working to resolve known issues and enhance usability.
- Unique users to the website and library programs were up, compared to last year.

Financial Report:

- Expenditures through September are in line with where they should be at this point in the fiscal year. The balance in general expenses is \$132,520.67; Fine and copier funds total \$2,414.02.
- The ARIS Report has been submitted to the MBLC. The State Aid Application and Compliance Form, Financial Report and MAR Waiver Petition are due October 10.

Friends Report:

- Jill O'Loughlin and Jamie Crystal-Lowry are the new co-chairs.
- The Friends are considering investment options.
- A lottery tree raffle is being planned for December.

Old Business:

Policies:

- **Meeting Room Policy:** The board voted in favor of the meeting room policy, as revised.
- **Customer Service Policy:** The board voted in favor of the customer policy, as revised.

New Business:

Long-Range Plan:

- The three service responses selected by the long range planning committee are Library as Commons, Information Literacy and Lifelong Learning.
- Becky gave trustees a draft of the long-range plan for review and discussion.
- Becky will revise per discussion and send copies of the final plan to trustees.

Staffing:

- Adult Services Librarian, Elissa Derby, decided not to return after her maternity leave and formally resigned. Her application for unemployment compensation was denied.
- A candidate was selected yesterday to fill this position. Pending a successful outcome of CORI and other requirements, she is expected to start mid-November.

- Becky said that the next staffing priority should be the reclassification of the Systems Manager/Assistant Director position from grade 10 to grade 11 due to the responsibilities of the position. She asked for the trustees' assistance and support in going forward with this request and all agreed.

Waiver:

- Norwell does not meet the Municipal Appropriation Requirement (MAR) for FY15 state aid and will again need to apply for a waiver from the Massachusetts Board of Library Commissioners (MBLC).
- In order to meet the MAR next year, the library's FY16 budget will need to be increased from its FY15 appropriation of \$572,210 to approximately \$600,000.

Holidays:

Trustees approved Becky's request to close the library at 1:00 pm on Wednesday, November 26, close all day on Wednesday, December 24 and close at 3:00 pm on Wednesday, December 31.

The next meeting will be at 7:00 pm on Wednesday, November 12, 2014

Meeting adjourned at 8:25 pm. Recorded by Judy McConarty