

**Board of Library Trustees
Minutes 9/16/2015**

Present: Kathryn Mudgett (Chair), Christine Smith (Vice-Chair), Victor Posada, Sarah Summers, Monika Brodsky, Rebecca Freer (Director), Judy McConarty (Systems Manager)

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

Additions to the Agenda: Building program, delayed opening & Sunday hours were added.

Approval of Minutes: Minutes from August meeting were accepted as amended with date correction.

Reports:

Director: Becky reported that program attendance, reference questions, unique website users and circulation were all up, compared to the same month last year. Becky praised the library staff for quality programming, attention to maintaining a strong collection and great use of space in displaying materials. She thanked the Friends of the Library for funding many library events and museum passes. OCLN library directors will be attending a one-day retreat on September 24 to address a host of topics including governance, decision making, marketing and training.

Financial: Operating expenditures are in line with expectations for this point in the fiscal year. The FY2016 State Aid to Public Libraries Financial Report and Application & Compliance Form, which are both required by the MBLC in order to be certified and qualify for state aid, will be due on October 9. For the first time in several years, the library's budget meets the Municipal Appropriation Requirement (MAR) set by the MBLC so a waiver will not be necessary.

Friends of the Library: The Friends are planning a holiday lottery tree raffle and considering other fundraisers. The chair and members of the board of the Endowment Fund approved a request for a Smart TV for the library meeting room. It will be used for life-long learning, library programs, gaming, staff training and more.

Library/Town Hall Study Committee: No report.

Review and Acceptance of Policies:

Circulation Policy: Trustees unanimously approved the Circulation Policy at the August meeting.

Educational Reimbursement Policy: Becky will revise for further review by Trustees.

Image Release Policy: Trustees unanimously re-approved the Image Release Policy.

Reception for Peter Morin: A meet and greet reception will be held at the library for new Town Administrator, Peter Morin, on Wednesday, September 30 from 2-4.

Building Program: Becky and Judy reviewed building program calculations with consultant, Cheryl Bryan. The estimated overall size of a new library building is about 20,000 square feet.

Delayed Opening: The library will open at noon on Thursday, October 29, in order for the staff to receive CPR/AED training from the Norwell Fire Department.

Sunday hours: The library began Sunday hours on September 13. There were 55 visitors and the library has been receiving positive feedback from patrons since announcing these new hours.

The next meeting will be on Wednesday, October 21 at 7:00 pm.

Meeting adjourned at 8:05 pm. Recorded by Judy McConarty