

**Board of Library Trustees
Minutes 10/21/2015**

Present: Kathryn Mudgett (chair), Christine Smith (vice-chair), Jeanne Ivas, 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: Trustee orientation, roof repair invoice and director's announcement

Approval of Minutes: Minutes from September meeting were accepted as amended to identify Christine Smith as vice-chair.

Reports:

Director: Becky reported that Norwell's circulation, year-to-date, is among the highest in OCLN. NPL had 121 Sunday visitors since the library began opening on Sundays this month. The library hosted a welcome reception for new Town Administrator, Peter Morin, on September 30. Becky, Judy and Jeanne continued to review and edit the library building program. Ellen Markham has been hired as a part-time substitute Circulation Assistant, working Sunday hours as needed. Becky chaired the OCLN Personnel Committee that was responsible for a daylong retreat for directors in cooperation with the Collins Center. Work sessions during the retreat focused on developing a platform needed to make necessary changes in service to member libraries as well as update the OCLN By-Laws and Personnel Plan. Becky shared a recent article from the Norwell Mariner about a series of children's STEM programs being offered at the library thanks to the efforts of children's librarian, Nancy Perry, in collaboration with the Trustees of Reservation. The first program, held on October 15, focused on the different properties of water.

Financial: Through September, the total expended for personnel services was \$94,249.48, leaving a balance of \$304,285.52. The total expended for general expenses was \$58,370.54, leaving a balance of \$143,130.46.

Friends of the Library: The Friends discussed the difference between its group and the Foundation relative to roles in fundraising for a new library. They agreed that the Friends would continue to focus on smaller scale fundraisers for museum passes, library programs and the like while the Foundation would focus of major fundraising initiatives for a new library. The Foundation is in need of volunteers to assist with this effort.

Library/Town Hall Study Committee: Jeanne reported that two new members have joined the committee. The LTHSC will present their recommendation on the site for a new library to the Board of Selectmen on Wednesday, October 28.

Old Business:

Tuition Reimbursement Policy: Deferred until next meeting.

New Business:

Holiday Closings: Trustees approved the following holiday closings for the library: For the Thanksgiving holiday, the library will close at 1:00 pm on Wednesday, November 25 and will reopen at 10:00 am on Saturday, November 28. For the Christmas holiday, the library will close at 5:00 pm on Wednesday, December 23 and will reopen at 10:00 am on Saturday, December 26. For the New Year holiday, the library will close at 3:00 pm on Thursday, December 31 and will reopen at 10:00 am on Saturday, January 2.

Building Program: The Norwell Public Library Board of Trustees voted unanimously to accept the Norwell Public Library Building Program of October 2015. The Library Board of Trustees voted unanimously to approve 64 South Street as its preferred site for a Library Building Project.

A preliminary 2016-2017 Construction Grant Application Round Calendar was handed out. Based on this calendar, an official grant round announcement is expected in the spring of 2016 with a letter of intent due in the fall of 2016.

Becky advised that additional staffing will be needed for a new library based on increased building size and anticipated increases in collection size, circulation, visitors, etc. She shared feedback from other libraries that had been through library building projects.

Project Manager: Jeanne advised that a project manager, needed to proceed with a feasibility study, should be on board prior to town meeting. This will expedite the hiring of an architect after town meeting.

Funding Sources: The LTHSC has approximately \$23,000 remaining, which could be used toward a feasibility study with approval at town meeting. The Marjorie Pote trust fund is another possible source of funding.

Trustee Orientation: Trustee Orientation will be held at the Bourne Public Library on November 4, 2015 from 2-4. Some trustees plan to attend. Becky handed out copies of the Open Meeting Law and asked trustees to return the signature pages.

Roof Repair Invoice: Becky informed the board that the library will be spending approximately \$10,000 for necessary roof repairs and that this may necessitate a reserve fund transfer later in the fiscal year.

Announcement: Becky informed the board that she will be retiring in March of 2016 and submitted a letter of resignation to trustee chair, Kathryn Mudgett. Trustees expressed their deep appreciation for her many years of service and countless contributions to the Norwell Public Library.

The next meeting will be on Wednesday, November 18 at 7:00 pm.

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