

**Board of Library Trustees
Minutes 12/16/2015**

Present: Kathryn Mudgett (chair), Christine Smith (vice-chair), Jeanne Ivas, Monika Brodsky, Rebecca Freer (director), Judy McConarty (systems manager).

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

Approval of Minutes: Minutes from November meeting were deferred. Kathryn will check with Peter Morin on protocol for discussion prior to convening quorum.

Reports:

Director: Becky reported a high in unique website users and an increase in database use. Norwell's circulation is strong relative to other OCLN libraries. The library offered 23 programs in November. Local holds restrictions have been removed from new books so that they will circulate to other OCLN borrowers if Norwell patron patrons are not using or waiting for them. Becky thanked the Friends of the Library for purchasing the Smart TV for the meeting room. It has already been used for meetings and programs and is a great addition to the library.

Financial: Expenses: Through November, the total expended for personnel services was \$125,366.03, leaving a balance of \$273,168.97. The total expended for general expenses was \$84,804.72, leaving a balance of \$116,696.28. Becky submitted the FY17 budget request worksheets to Donna Mangan. Two separate worksheets were submitted; a level service budget request of \$613,208, and a budget request of \$613,078 that included 5 additional hours/week for the custodian. The board discussed breaking the travel line into two lines; one for travel and one for professional memberships.

Study Committee: Jeanne is working on the final report of the Library/Town Hall Study Committee. The committee will be disbanded by the Board of Selectmen (BOS) and a library building committee will be formed to move forward with next steps.

Friends : The Friends have agreed that their focus will remain on fundraising to support library programs and museum passes. Jaime Crystal-Lowry will be stepping down as chair of the Friends as she has agreed to chair the Norwell Public Library Foundation, which will focus on raising funds for a library building project. Pam Hunt will serve as vice-chair and Tracy White will serve as treasurer.

Building Committee: Jeanne, Chris and Sarah agreed to serve on the library building project committee that will be formed by the BOS. The composition of the committee is to be determined and will be discussed with the BOS. The committee will hire an Owner's Project Manager (OPM) and an architect to compete a feasibility study and schematic drawings for a new library.

New Director Search: Trustees agreed to place a short ad in the Boston Globe and place additional free ads as needed to cover a statewide radius. Becky contacted Barbara Childs about errors in the job description. Barbara will make corrections and repost it. Kathryn and Monika will serve of the search committee.

Capital Budget Items: Capital budget requests are due by the end of December. Possible capital items include repair/replacement/improvement of portions of roof, HVAC system, building siding and main entrance doors.

The next meeting will be on Wednesday, January 20 at 7:00 pm.

Upcoming meetings dates: February 10, March 16, April 13, May 18, Jun 15

Meeting adjourned at 7:50 pm. Recorded by Judy McConarty