

Board of Library Trustees
Minutes 5/18/2016

Present: Christine Smith (acting chair), Jeanne Ivas, Monika Brodsky, Victor Posada, Sarah Summers, Kathie Fitzgerald, Judy McConarty (director), Emily Goodwin

Call to Order: Meeting called to order at 7:04 pm

Additions to the Agenda: Trustee meeting schedule through December 2016 and Payroll worksheet signature authorization

Approval of Minutes: Minutes from the April meeting accepted as written.

Board Reorganization:

- Chair: Christine Smith
- Vice Chair: Jeanne Ivas

Reports:

Director: Judy discussed the array of programs that were held at the library over the past month, and the phenomenal job that both Nancy Perry and Diane Rodriguez are doing in coordinating and leading programs. In April, Judy, Nancy, and Diane met with Megan Ward and Tracey Kelly at the James Library and Center for the Arts. Judy and Diane also met with Susan Curtain at the Council on Aging. Both meetings were arranged to become acquainted and discuss collaboration. Technical services librarian Emily Goodwin was selected as the new systems manager. Candidates for the technical services position will be interviewed the week of May 23rd. The library's FY17 operating budget request of \$608,104 was approved at Town Meeting. The article to upgrade the systems manager position to assistant director was also approved and will become effective July 1.

The Library Project Committee selected Pomroy Associates as the Owner's Project Manager for the planning and design of a new/expanded library. The town is now seeking proposals for architectural design services for the library project. Proposals are due on May 24 and interviews are scheduled to take place on June 2.

The library has been submitting content to the *Norwell Mariner* for a monthly "Library Corner" page, which will help to raise awareness about the many great resources the library has to offer. In anticipation of summer vacation, May's article will focus on museum passes available through the library.

Financial: As of the end of April, the remaining balance in personnel services is \$66,070.25. The remaining balance in general expenses is \$36,496.56. Cash drawer receipts through April total \$8,238.26; public printer/copier receipts total \$1,821.00. Judy mentioned that due to all the staff changes this past fiscal year, the library will be turning back funds from personnel services to the town.

Friends: The Friends met on Tuesday, May 17 where they discussed the upcoming summer raffle basket. The basket will be beach themed and geared towards children. The drawing for the basket will be held on the summer reading kickoff date of June 27.

Library Project Committee: The Library Project Committee held a site visit and briefing for architects at the library on May 17. Approximately 11 architectural firms were represented at the meeting. RFQ proposals will be due on May 24. The architect will develop schematic designs for both a renovation/addition to the current library building and a new building. Jeanne distributed summaries of the meeting that she and Judy had with Rosemary Waltos of the MBLC, and discussed the timeline of the construction grant. Rosemary said that the library will most likely be placed in the top half of the waitlist. Town meeting approved the transfer of \$23,422 remaining from the Library Town Hall Study Committee to the Library Project Committee. These funds in conjunction with up to \$75,000 from the Pope Trust will be used to cover the costs of planning and design services.

Announcements:

Trustee Handbook: The 2015 Trusty Trustee Pocket Guide is available as a PDF on the MBLC website.

Trustee Orientation: The next locally held Trustee Orientation will be held from 6-8 PM on June 9 at the Canton Public Library.

Meeting schedule through 2016:

June 15, July 13, August 10, September 21, October 19, November 16, December 14

Payroll worksheet signature authorization:

Trustees approved that the library director has the authorization to sign library payroll worksheets. In the event that the library director is unable to sign, the trustee chair can sign, and in the event that neither can sign, the trustee vice chair can sign.

Other:

A discussion was held about requesting to keep fine money to repurpose for the library rather than going to the town's general fund. Jeanne mentioned putting together a proposal to present for next year's town meeting. There was a brief discussion on possibilities of how we could repurpose the money.

The next meeting will be on Wednesday, June 15 at 7:00 PM

Meeting adjourned at 8:25 pm. Recorded by Emily Goodwin