

**Board of Library Trustees
Minutes 6/15/2016**

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

Call to Order: Meeting called to order at 7:09 PM.

Additions to the Agenda: None.

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

Reports:

Director: Judy reported circulation, fiscal-year-to-date, was 101,518, which is a 2% drop from last year. The average change in circulation for all OCLN libraries was -3%. Praise was given to both Nancy Perry and Diane Rodriguez for their continued success with library programming. Attendance for programs this month totaled 398. Judy has continued to work with human resources manager Barbara Childs to fill vacant positions resulting from internal promotions. Pam Achille, who is currently a circulation assistant, was hired as the new technical services librarian and will start June 20.

Financial: As of the end of May, the remaining balance in personnel services is \$41,524.74. The remaining balance in general expenses is \$23,186.02. Cash drawer receipts through May total \$9,043.41; public printer/copier receipts total \$1,933.

Friends: The Friends are to meet on Tuesday, June 21. They want to spread the word that they are looking for people to serve on the Friends' board. The summer raffle basket will be drawn June 27.

Old Business:

Library Project Committee/Architect Selection: The Library Project Committee received and reviewed proposals from seven architectural firms. Of these, five firms were interviewed. The Committee selected Steven Hale Associates as the architect for the planning/design phase of the library construction project. The firm has worked on libraries in Truro, Wellfleet, Dennis, Brewster, Lexington, and Newbury, among others, and wants to design a 1-level building for the Norwell library, with the focus of the design to emphasize the woods and natural setting. The committee is waiting to hear back from the owner's project manager about a final agreement once the negotiations have finished. A kick-off meeting will happen sometime in late June or early July.

Trustee Orientation: Kathie, Jeanne, and Judy attended a Trustee Orientation presented by the MBLC held at the Canton Public Library on June 9. There was an emphasis on trustees taking on public role in community. There was also a discussion on director evaluations.

New Business:

State Aid: The board discussed setting aside funds from State Aid to offset ineligible costs associated with the library building project. The library receives approximately \$12,000-\$13,000 annually, but these funds may be needed by the library for other

purposes. Trustees agreed it is up to the library director to decide how and when to use State Aid.

Director Evaluation: Based on Jeanne's conversation with Barbara Childs, Trustees will be involved in the evaluation process. Jeanne suggested that Judy should have an active role in the process by setting goals and conducting a self-evaluation.

Other:

The board revisited the idea of creating a revolving fund with money received for library fines but decided to take no action at this time.

The library will be purchasing Hoopla, a media and book downloading and streaming service. Hoopla and other streaming services speak to a larger issue of changing formats to meet the needs of the community. Judy added that staff will continue to address collection management to optimize library service and user experience.

Judy informed the board that the library's professional development guidelines will need to be revised. Per her discussion with Barbara Childs, tuition reimbursement falls under the personnel plan and applications require approval by the personnel board. Judy will follow up with Barbara on re-wording the library's guidelines.

The next meeting will be on Wednesday, July 13 at 7:00 PM

Meeting adjourned at 8:46 pm. Recorded by Emily Goodwin