

**Board of Library Trustees
Minutes 10/19/2016**

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

Call to Order: Meeting called to order at 7:02 PM.

Additions to the Agenda: Pote Trust/Library Project Committee invoices, New budget lines/state aid reimbursement, Building improvements

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

Reports:

Director: Judy reported that Norwell's circulation is up 1% from this same time last year. Overall, in OCLN circulation was down 2%, so comparatively we're doing really well. Sunday hours have been going well and are averaging about 100 visitors each week. September was national Library Card Sign Up month. To celebrate, NPL set up a community coloring table at the circulation desk for patrons of all ages to participate in. Norwell will be opting in to send out email reminders to patrons letting them know when their cards will expire in the hopes to prevent library cards from being purged from the system. In October, the library hosted kindergarten classes from both the Cole and Vinal schools. Both visits went really well, and may become an annual event. The State Aid Compliance form and annual Financial Report were completed and submitted to the MBLC.

Financial: As of the end of September, the remaining balance in personnel services is \$312,749.71. The remaining balance in general expenses is \$140,439.32. The total for the cash drawer receipts is \$1,044.28, and the total for copier money is \$123.00.

Friends: The Friends met on October 18. They discussed sales from the Fred season, including online sales and the end-of-the year bake sale, which totaled over \$3500. They are planning to have their lottery tree raffle again; Jeanne encouraged Trustees to donate scratch tickets for the tree.

Library Project Committee (LPC): The presentation given by Scott Brodsky, Jeanne Ivas, and Judy to the Board of Selectmen on Wednesday, September 21 went well. The LPC will meet Thursday, October 20 to discuss recent changes to the floor plan. Tuesday, October 25, the LPC will present to the Advisory Board.

Letter of Intent Update: Judy has submitted the Letter of Intent to the MBLC. This is required in order to apply for the construction grant.

MBLC Grant Workshop: Judy, Jeanne, and Monika will attend the MBLC construction grant workshop held at the Lakeville Public Library on Thursday, October 20.

Holiday Closings:

Wednesday, November 23: Closing at 1

Thursday, November 24 & Friday, November 25: Closed

Saturday, December 24 through Monday, December 26: Closed

Saturday, December 31: Closing at 3

Sunday, January 1 & Monday, January 2: Closed

Pote Trust/Library Project Committee Invoices: The article funds have been expended completely, and all funds for the planning and design phase of the new library will now be drawn from the Pote Trust. Jeanne is anticipating that costs may exceed the \$75,000 that was initially expected to cover the remaining expenses of the planning and design phase.

New Budget Line/State Aid Reimbursement: Judy has been in contact with HR manager Barbara Childs, finance director Donna Mangan, and town administrator Peter Morin to discuss new lines added to the library's budget and state aid reimbursement for staff appreciation.

Building Improvements: Students from Norwell High School have visited to look at the circulation desk to see if they can make any improvements to damaged areas. Replacement of the carpet behind the circulation desk is scheduled for Thursday, October 20.

The next meeting will be Wednesday, November 16 at 7 PM.

Meeting adjourned at 8:26 pm. Recorded by Emily Goodwin