

**Board of Library Trustees
Minutes 11/16/2016**

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

Call to Order: Meeting called to order at 7:06 PM.

Additions to the Agenda: FY18 Budget, Library Project Committee Invoice, Trustee Meeting Schedule

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

Reports:

Director: Programs the past month for both children and adults went really well. Twenty-eight people attended The “Get Started with Your Genealogy Search” program that the library held in collaboration with the James Library and the Council on Aging on November 9. Among many other children’s programs, Nancy hosted a Sunday Halloween stories program geared towards older readers that also had great attendance and feedback. Circulation is down slightly from this same time last year, but Norwell is still up overall compared to other OCLN libraries. It’s helpful to note that when the library introduces a digital/streaming resource, circulation of some of the hard formats will decline. Jeanne and Judy attended the Grant Writing Workshop on October 20. The deadline for the grant application is January 26. Judy is currently working on the Action Plan, which needs to be submitted to the MBLC each year to show how the library is meeting the objectives submitted with the Long Range Plan. OCLN Members Council voted to discontinue the Commonwealth e-Book collection in FY18. The low usage did not justify the high cost. Libraries can decide to opt-in on an individual basis. The Overdrive website and app will be changing, as will Zinio, which will be rebranded as RBDigital.

Financial: As of the end of October, the remaining balance in personnel services is \$282,365.15. The remaining balance in general expenses is \$127,056.73. The October total for the cash drawer receipts is \$1,131.74, and the total for copier money is \$148.00.

Friends: The 4th quarter reminder for membership has been sent out. The Church Hillers have donated the Plimouth Plantation pass. At the last meeting they mentioned that they are looking for a volunteer to keep up with the Friends’ bulletin display in the library’s entryway. Trustee Monika Brodsky volunteered to update the bulletin board seasonally. The Friends are putting together their annual Lottery Tree raffle. Penny Wilson has asked that any lottery scratch ticket donations be brought to the library circulation desk by Wednesday, November 23. The raffle will be available beginning Saturday, November 26.

Library Project Committee (LPC): Meets Thursday, November 17 at 6pm. The committee will work on the construction grant application. The floor plan has been completed, and the committee is now working on the cost estimate of the project. This is subject to change depending on construction start date and variables. The LPC is going in front of the Board of Selectmen on Wednesday, November 30. Jeanne Ivas has been investigating sites in the

event that the library needs to find temporary location during construction. Moving costs need to be included in the construction grant application.

Shelver Position: Library shelver Ellen Markham's last day will be November 23. The turnover for this position has been high. Human Resource manager Barbara Childs recommended upgrading the position. Judy and Emily are working on how to handle this position and the shelving duties.

FY18 Budget: The FY18 budget was discussed at the most recent Town Department Head Meeting. Budget requests are due in December, followed by a meeting with the Town Administrator in December and a meeting with the advisory board sometime in late December or early January. Peter Morin said the town will be looking at a quicker warrant opening/closing (sometime in January/February) with a draft going to the printer by early April.

Library Project Committee Invoice: An invoice was submitted from Pomroy Associates to the LPC on October 31. There was not a quorum at the last LPC meeting on November 10, so the LPC could not give their verbal approval of the invoice. Jeanne moved that the Trustees sign off on the invoice, with the contingency that the invoice will be approved at the next LPC meeting on November 17 before being submitted for payment. Trustees approved and signed the voucher.

Trustee Meeting Schedule:

Wednesday, December 14

Wednesday, January 18

No February meeting

Wednesday, March 8

Wednesday, April 12

Wednesday, May 17

Wednesday, June 21

The next meeting will be held Wednesday, December 14 at 7:00 PM

Meeting adjourned at 8:29 pm. Recorded by Emily Goodwin