

Board of Library Trustees
Minutes 5/16/18

Present: Chris Smith (Chair), Monika Brodsky (Vice Chair), Jeanne Ivas, Kathie Fitzgerald, Victor Posada, Sarah Summers, Judy McConarty (Director), and Rachel Breen

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

Additions to the Agenda: Library Parking

Approval of Minutes: April minutes approved.

Reports:

Director: Judy reported that in April there were over 5,600 walk-in visits to the library as well as over 9,000 items borrowed. Judy continues to provide notary services to patrons and Technical Services Library, Pam Achille, is currently in the process of becoming a notary to assist with patron demand. On May 3rd, the Library Building Project selected a preferred building layout from three available options. The revised schematic design was reviewed by Judy, Matt Oudens, Rick Pomroy, Jeanne Ivas, and MBLC Building Consultant Rosemary Waltos.

Financial: As of the end of April, the remaining balance in personnel services is \$91,249.14. The remaining balance in general expenses is \$48,658.66. The total for the cash drawer receipts from July-April is \$11,389.75, and the total for copier money is \$2,136.00.

Friends: Fred the Shed opened on Saturday, May 5th and Friends earned approximately \$450 during their opening weekend. The Friends will meet on Tuesday, June 19th.

Library Building Project Update: Plan 2.1 was chosen for the Schematic Design and the committee will move forward with revisions to this plan. There was a discussion regarding temporary locations for the library during construction. Spaces discussed included the Sparrell Building, St. Helen's Church hall, and the Town Hall gymnasium. The next meeting for the Library Building Project Committee will be on Thursday, May 17th.

Foundation/Naming Rights: There was a discussion on the Library Foundations request to offer naming rights to potential donors, followed by a discussion on the best way to acknowledge donors, whether it be by offering acknowledgement plaques or possibly installing a donor wall in the new library. It was decided that further investigation was needed and to research how other libraries have handled this situation in the past.

MeeScan Update: The library will be launching MeeScan in July and have purchased iPads for a self-checkout station utilizing the MeeScan app.

Customizable Receipts: The library is moving forward with the purchase of customizable receipt software My promo-receipt.

Library Parking: Due to an event at the Norwell High School on May 5th there was an overflow of parking in the library's lot which prevented library patrons from parking. The Athletic Director at the high school

contacted the Police Chief to request police details on days when there are events at the high school to help ensure that the parking lot is utilized by library patrons only.

Town Meeting/Town Election: NPL's operating budget request of \$630,609 was approved by voters at the May 7th Annual Town Meeting. Trustees Christine Smith and Monika Brodsky are running unopposed for re-election to the Board. Town Election will be on Saturday, May 19th.

The next meeting will be Wednesday, June 20, 2018.

Meeting adjourned at 8:21 pm. Recorded by Rachel Breen