

Board of Library Trustees
Minutes 12/19/18

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

Call to Order: Meeting called to order at 7:03 PM.

Additions to the Agenda: None.

Approval of Minutes: November minutes approved.

Reports:

Director: Judy reported that NPL's 2020 Action Plan has been submitted to the MBLC. And on December 6th, the MBLC certified the Town of Norwell to participate in the FY19 State Aid to Public Libraries Program. Approximately 9,000 items were borrowed by patrons in the month of November and the library received nearly 5,000 walk in visits. The library offered 23 library programs and was attended by over 530 participants.

Financial: As of the end of November, the remaining balance in personnel services is \$251,374.77. The remaining balance in general expenses is \$121,269.35. The total for the cash drawer receipts from July-November is \$5,180.51, and the total for copier money is \$1,183.00.

Friends: The Friends met on Tuesday, December 18th. The discussion was mainly focused on the future of Fred the Shed. They have no immediate fundraising plans, but are interested in the Foundation's fundraising timeline.

Library Building Project:

Temporary location: The second RFP resulted in 6 responses. The Building Committee chose to move forward with location 1207 Washington Street in Hanover. Peter Morin, Town Administrator, signed a Letter of Intent and the committee is planning for an April 1st start date for the lease.

RDA Application: The RDA Application deadline is January 2, 2019. Steve Ivas will be submitting the application for the LBC.

Marjorie Pote recognition: Trustees discussed how to recognize Marjorie Pote's significant bequest to the Library Building Project. The idea of naming the periodicals room in the new library the "Marjorie Pote Reading Room" was discussed and supported by the trustees. Trustees will look into next steps.

Foundation Update: The Foundation is currently working on fundraising opportunities. They intend to begin with a targeted mailing followed by a general mailer. Their next meeting will be on Saturday, January 12th.

FY20 Budget Request: The FY20 budget request has been submitted to Town Hall. There's an approximate three percent increase from last year's budget due to step increases for staff. Judy and Rachel will present the budget request to the Advisory Board on February 5, 2019.

State of the Town Breakfast: The State of the Town Breakfast will be held on Thursday, January 24, 2019 and Judy and Rachel will attend.

The next meeting will be Wednesday, January 16, 2019.

Meeting adjourned at 8:00 pm. Recorded by Rachel Breen