

## BOARD OF LIBRARY TRUSTEES AGENDA

March 22, 2016

7:00 PM

214 Lake Street  
Shrewsbury MA

1. **In attendance:** Beth Casavant, Frank Stille, Clare O'Connor, Joan Barry, Fran Whitney, Laurie Hogan, Ellen Dolan, Nancy Gilbert, Kevin McKenna; Absent with notice Jack Avis
2. **Approval of Minutes –Feb 23 2016 meeting** Motion to approve made by Clare O'Connor, 2<sup>nd</sup> Nancy Gilbert unanimously approved.
3. **Approval of Library Director's Report** Motion to approve made by Nancy Gilbert, 2<sup>nd</sup> Clare O'Connor unanimously approved.
4. **Financial & Legislative**
  - a. FY2016 YTD Report – getting close on materials budget, but that is to be expected at this time of year.
  - b. FY2017 Budget Request- no update on budget request and probably won't be until early April. The Manager reported that he is pleased with the way the health insurance numbers are shaping up, but it is still unclear how much revenue will be available for the library budget.
  - c. A notice was received today from the MBLC. We have received our second check of \$22,340.63 in library state aid. We are at \$43,600.81 for the year, which is down about \$3,000 from the prior year due to cuts to library state aid. The library is no longer operating under any waivers, so we do receive our full amount.
5. **Policy**
  - a. Modification to Policy for Replacement of Lost or Damaged Items- The modification is needed to meet two goals: to rename the policy and to bring consistency to replacement copies. This updated policy will offer a 25% discount to replace an item, passing the library discount on to the patron. Currently, patrons are able to replace a lost or damaged item with a comparable item that they purchase themselves and this is presenting a number of discrepancies with what patrons are bringing in as replacements. The motion to approve the changes to the policy was made by Clare O'Connor, 2<sup>nd</sup> by Frank Stille, and unanimously approved.
6. **Programs and Services**
  - a. Maker Fair- The Maker Fair was very successful. Over 1,000 people of all ages came into the fair. A variety of activities were offered to encourage people to learn to make things. Walker Evans and Diana Karas along with others from the adult staff worked to bring this event to the public.
  - b. During Legislative Day there was a showcase for our 3D printer at the State House and there was quite a bit of interest in it. We were well represented at the State House with many members of the Trustees able to attend and meet with Representative Kane and an aide for Senator Moore on the current state of library funding.
7. **Facility**
  - a. Building Project Update – The construction is proceeding at a very good pace and is about 85% complete. The target date for completion is May 31<sup>st</sup> with a move in planned for mid-September. Ellen is planning the logistics of the move back including staff and collection integration. There will not be programming offered during the weeks of the move so that the staff can learn the new systems in the new building. August 15<sup>th</sup>-September 9<sup>th</sup> are the dates that are being discussed right now. Patron holds will be transferred to another library while this library is closed and a temporary help desk will be set up in another location as was done during the move to the temporary location.

- b. The capital campaign is proceeding well and is at \$1.63M and almost to the goal with many months to go with fundraising. Donations of \$5,000 or more will be included on the Donor Wall. There will also be a book with names of everyone who made a donation to the library.

## **8. Personnel**

- a. Director's Goals for FY17- Ellen has prepared her goals and the Library's Personnel Board has approved them. The Board of Trustees approves Ellen's goals on a yearly basis. The goals focus on the move to the new building, the new strategic planning process, and launching the Memory Café program if our library receives the grant. Motion to approve made by Joan Barry, 2<sup>nd</sup> Kevin McKenna, and unanimously approved.

## **9. Friends**

- a. Treasures from the Trunk event - Treasures in the Trunk is an upcoming community event to help with the fundraising. There will be a basket raffle and the baskets will be at the library before the event from April 1<sup>st</sup>- April 30<sup>th</sup>. Raffle tickets can be purchased at the library and at the event. A \$35 tax deductible donation to the library capital campaign buys a space for the sale on Saturday, April 30<sup>th</sup>, in the Town Hall parking lot. The individual seller keeps the proceeds from what they sell. There will be music, food and kids' games. The Friends of the Library are having a mini-book sale. Donations of up to 4 bags of books can be dropped off at the library. All proceeds will benefit the capital campaign. The rain date is Sunday, May 1<sup>st</sup>.
- b. Motion to adjourn by Kevin McKenna, 2<sup>nd</sup> by Fran Whitney, and unanimously approved.

## **10. Miscellaneous**

### **11. Next Meeting: April 26**

### **12. Related Documents:**

- Librarian's report
- YTD Budget Report
- Policy for Replacement of Lost or Damaged Items