

BOARD OF LIBRARY TRUSTEES MINUTES

May 24, 2016

7:00 PM

214 Lake Street

Shrewsbury MA

1. **In attendance: Frank Stille, Jack Avis, Laurie Hogan, Ellen Dolan, Nancy Gilbert, Beth Casavant Absent with notice: Joan Barry, Kevin McKenna, Fran Whitney, Joan Barry and Clare O'Connor**
2. **Approval of Minutes** –April 26 2016 meeting- motion to approve by Nancy Gilbert, 2<sup>nd</sup> by Frank Stille, unanimously approved.
3. **Approval of Library Director's Report**- motion to approve by Frank Stille, 2<sup>nd</sup> by Nancy Gilbert, unanimously approved.
4. **Financial & Legislative**
  - a. FY2016 YTD Report – Ellen reports that accounts are being monitored and that things are on target for this point in the fiscal year.
  - b. FY2017 Budget Update – Town Meeting approved the Town Manager's recommended budget for the library. Funding was received for 2 summer aides, rather than the 3 requested, but did not include support for PT children's assistant and technology assistant. Another area of concern is the Professional Services account, as only enough funding was received to cover the annual membership to CWMARS, with nothing additional for programs. CWMARS fees increased by \$3,000 for FY17. The Library Materials account was level funded despite increasing costs. This will lead to difficult decisions when it comes to purchasing for the coming year. Laurie Hogan suggested writing a letter to the Town Manager asking that if money becomes available it could be directed toward the library, specifically the materials budget. Ellen said that just reaching the current funding was a stretch and there will be some additional funds needed for the additional copiers and printer in the new library. Currently there is a vendor that provides this service, but in the new building the model will change and be similar to the contract that the Town uses and will become part of the library budget, however the cost of this change is still not known.
  - c. State Library Budget Update – Ellen sent an email to Senator Moore regarding the State Ways and Means budget amendments. He has supported the amendment that would provide the funding for CWMARS. If the two budget items related to library funding are included, it would bring library funding up to levels equal to the FY16 budget.
5. **Policy**
  - a. Internet Access, Wi-Fi Service & Safety Policy changes – This is a modification to the policy to include the correct cost for printing off of Wi-Fi at 15 cents per page. Motion to approve by Nancy Gilbert, 2<sup>nd</sup> by Frank Stille, unanimously approved.
  - b. Proposed policy on Group Study Room Use- This is a new policy to accommodate the group student rooms that will exist in the new building. This is a trial policy based on what other libraries are doing and what might work in Shrewsbury and will likely be tweaked based on the actual usage of the rooms once the new building opens. Of the 4 group study rooms, 2 will be available on a first come first serve basis, and the two with more equipment will be able to be reserved. The policy does not allow for use by tutors because no money can be exchanged. There is nothing in the policy that says it must be 2 or more people using the room by design. Patrons must be 14 or older to reserve or use a group study room. Motion to approve by Frank Stille, 2<sup>nd</sup> by Jack Avis, unanimously approved.
  - c. Wi-Fi Hot Spot Lending Policy – The library is preparing to make Wi-Fi hot spots available to the public. This is being purchased through Tech Soup, a company that provides software and technology services to nonprofits for a very modest fee. Our library is proposing to start with 4 devices that may

be circulated for 3 weeks. The rental costs for the first year will come from materials and state aid, and there will be no cost to the patron. Motion to approve by Beth Casavant, 2<sup>nd</sup> by Nancy Gilbert, unanimously approved.

## **6. Programs and Services**

- a. Permission for authors to sell books at Summer Reading Kick-off – The staff is still arranging the authors at this time. This was very popular with all ages last summer at the kick off carnival. Motion to approve by Nancy Gilbert, 2<sup>nd</sup> by Frank Stille, unanimously approved.
- b. FY2017 Service Calendar- There is one day on the calendar where the personnel bylaw will need to be determined by the Board of Selectmen. There is a conflict with New Year's Eve falling on a Saturday. Motion to approve by Beth Casavant, 2<sup>nd</sup> by Frank Stille, unanimously approved.

## **7. Facility**

- a. Building Project Update – The project is on schedule. There is a lot of work being done on the exterior. In the coming weeks and months the contractor will turn the building over to the town and the installation of furniture, shelving and technology will take place over the summer. Right now, the proposed plan has the move beginning on August 15<sup>th</sup> with the library reopening on September 6<sup>th</sup>. The Capital Campaign is at \$1.73M, just \$23,000 away from the goal! The donor wall and plaques are being finalized this week.

## **8. Gifts and Grants**

- a. Review of Sunday Season Sponsors – Last Sunday was the last open Sunday of the season and sponsors will resume in October of 2016. It is \$600 to sponsor a Sunday and it will continue to be that amount going into the new building.

## **9. Personnel**

- a. Personnel Board Proposal on salary and wage increases- Town Meeting did approve the recommendation of the Personnel Board for salary and wage increases.
- b. Personnel Board proposal on creating Sick Leave Plan III- Town Meeting approved the recommendation of the Personnel Board so that an employee would need to work a certain number of months/years to gain access to the temporary disability plan.

## **10. Friends**

- a. Treasures from the Trunk event – This event was very successful and well attended. The basket raffle that was a part of this event will conclude during the Summer Reading Kick-Off on June 29th. The baskets are on display in the library where tickets can be purchased. The Friends will be having a meeting to decide if this is something they will continue into the future.

**11. Miscellaneous-** motion to adjourn by Nancy Gilbert, 2<sup>nd</sup> by Jack Avis, unanimously approved.

**12. Next Meeting:** June 28

## **13. Related Documents:**

- Librarian's report
- YTD Budget Report