

BOARD OF LIBRARY TRUSTEES MINUTES

June 28, 2016

7:00 PM

214 Lake Street

Shrewsbury MA

1. **In attendance: Laurie Hogan, Nancy Gilbert, Fran Whitney, Frank Stille, Jack Avis, Joan Barry, Kevin McKenna, Beth Casavant, Ellen Dolan; Absent with notice: Clare O'Connor**
2. **Approval of Minutes** –May 24 2016 meeting minutes- motion to approve by Nancy Gilbert, 2<sup>nd</sup> by Joan Barry, unanimously approved.
3. **Approval of Library Director's Report** – Motion to approve by Joan Barry, 2<sup>nd</sup> by Fran Whitney, unanimously approved.
4. **Financial & Legislative**
  - a. FY2016 YTD Report – The fiscal year is coming to a close. Two accounts still have money remaining: \$5,000 remaining in Equipment- repair and maintenance, library materials account has \$29,902 left in and it is typical. That amount will be carried forward and the town accountant knows that there are purchase orders against that amount.
5. **Policy**
  - a. Tool Lending Policy Revisions- The reference librarian has reviewed this policy and would like to add the word “garden” to the policy and also change “Shrewsbury resident” to “library user”. We have enough tools to be able to extend this service to patrons who may be using the library from outside of Shrewsbury. Items loaned in this way will need to be returned to Shrewsbury only.
  - b. Tabletop Game Policy Revisions – The policy revision will make the games available to library users rather than just Shrewsbury residents and changing the number of games that can be borrowed from 2 games to 3 games. The collection has grown thanks to some donations and can accommodate the increase in games being borrowed. Motion to approve both policies made by Fran Whitney, 2<sup>nd</sup> by Nancy Gilbert, unanimously approved.
6. **Programs and Services**- Wednesday is the kick off for the summer reading program. The raffle baskets from the Treasures in the Trunk event will be drawn at the kick off. A new addition this year is the ice cream truck visiting and the popcorn machine that was donated by the Hogans.
7. **Facility**
  - a. Building Project Update – The furniture and shelving is being delivered and installed. The office furniture, children's furniture, the chairs for the teen gaming area and the tables and chairs for the large meeting room are coming in. The window coverings have been ordered and are anticipated in time for the opening. These costs come out of the building fund. The Children's Courtyard has been torn up as the stamped concrete pour was rejected due to poor result The courtyard will be re-poured this week. There were cracks in the concrete and concerns about water damage down the road. This will not increase our costs or delay the schedule. Bob Terkanian donated and had 3 wind sculptures installed at the back of the property and will be adding plantings. The contractors met with Building Inspector today to see if the certificate of occupancy can be issued.
    - o Move contract update- The contract is out to bid. All bids will be in by July 14<sup>th</sup> and it is a low bid process.
    - o General Schedule for move – Currently, the plan is to close the temporary site at 5 pm on Saturday, August 13<sup>th</sup> and reopen at the new location by September 6<sup>th</sup>. The movers will

have the option to begin moving items from storage as early as August 1<sup>st</sup>, but it is a matter of preference for the movers.

- b. Campaign Update – The capital campaign is \$10,000 over the goal! Fundraising efforts have stopped, although contributions can always be made to the fund to continue to grow the Foundation. The overage stays in the Foundation to build an endowment. There are still naming opportunities available and can be ongoing.

## 8. **Gifts and Grants**

## 9. **Personnel**

- a. Change to IT Specialist Position – The IT Specialist position has been moved to a full time position by funding a portion of the position costs through the project budget for the first year. This has been approved by the Finance Committee and the Building Committee. It costs \$22,000 to move this position to full time. That amount will be covered by the project budget for the first year because the need for a full time position is directly related to the increased amount of technology in the new building. Costs related to health insurance and retirement will be covered through Library State Aid funds for the first year. This is a temporary full time position, although the 19 hours that are associated with the temporary position are permanent with the library. In FY18 the current person holding the position will be eligible to be considered for a full time position funded through SELCO and shared with the library. Motion to approve made by Nancy Gilbert to approve appropriation of State Aid to pay for benefits for the full time position up to \$15,000, 2<sup>nd</sup> by Kevin McKenna, unanimously approved.

## 10. **Friends**

- a. Planning for new Friends Room – The Friends of the Library are working on setting up their new space and figuring out the best way to use the space to market their organization.

11. **Miscellaneous-** Motion to adjourn by Fran Whitney, 2<sup>nd</sup> by Laurie Hogan, unanimously approved.

12. **Next Meeting:** September 27

## 13. **Related Documents:**

- Librarian's report
- YTD Budget Report