

BOARD OF LIBRARY TRUSTEES MINUTES

September 27, 2016

7:00 PM

Shrewsbury Public Library

609 Main Street

Shrewsbury MA

1. **In Attendance:** Ellen Dolan, Laurie Hogan, Frank Stille, Fran Whitney, Kevin McKenna, Jack Avis, Clare O'Connor, Nancy Gilbert, Frank Stille; Absent with notice: Joan Barry
2. **Approval of Minutes** –June 28, 2016 meeting – Motion to approve by Nancy Gilbert, 2<sup>nd</sup> by Frank Stille, unanimously approved.
3. **Approval of Library Director's Report**- Due to the move some of the statistics for August are unavailable. The same may occur for September. Motion to approve by Kevin McKenna, 2<sup>nd</sup> by Clare O'Connor, unanimously approved.
4. **Plaque Cleaning and Restoration Proposal** - John Campbell of the Historic District Committee and Bernie Forletta from the Demolition Delay By-Law Committee presented a brief slide show about three plaques located on the library and the surrounding property that are in need of cleaning and restoration. There are noticed two plaques on either side of the 1903 entrance to the library are also in need of cleaning and restoration. Additionally, the George Washington marker from 1932 is also in need of some attention. Mr. Campbell and Mr. Forletta propose that the 3 plaques associated with the library be cleaned and restored.

The funds for this would come from the library building project, however the work requires Board approval. Motion to approve made by Clare O'Connor, 2<sup>nd</sup> by Frank Stille, unanimously approved.

**5. Financial & Legislative**

- a. FY2017 YTD Report – There is a change that needs to be made to the Supplies account due to an error and that line will be returned to normal status.
- b. Trust Fund Reports- no questions or comments
  - o FY2016 Summary
  - o 4<sup>th</sup> Quarter FY2016
- c. Executive Session To discuss strategy with respect to litigation

**6. Policy**

- a. Update to Meeting room policy
  - o Future considerations- The policy change is to reflect the occupancy for the new meeting room. Capacity is 125 for the full room, and when divided, 75 and 25 in each room. The new room is working out well and the software is able to handle the multiple bookings for the two rooms. The room is getting a lot of use. Also, because the children's programs are in the Children's Program room, it frees up the meeting room for other groups in town to use the space. SPL policy allows free use for any non-profit that primarily serves Shrewsbury. If the group has a focus outside of Shrewsbury or is not a non-profit, there is a \$50 fee.

**7. Programs and Services**

- a. Memory café- SPL received a \$10,000 grant from the MA Board of Library Commissioners to fund this program for two years. It will be called Good Day Café and is part of the Dementia Friendly Community movement. The program is available to public, on a drop in basis on the first and third Friday of the month from 2-4pm. It is a drop in program, so no advance sign up is needed. It is meant

to be a place for socialization and support. The Café begins on Friday, October 21<sup>st</sup>, although the coordinator may not be in place at that time. Until a coordinator is found, Ellen and Priya will oversee the program. This is part of the Dementia Friendly Community movement.

- b. Since opening on September 6<sup>th</sup> 630 people have registered for library cards! The estimate is that 3,000 people visited on the first day and about 1,500 people are visiting a day.

- 8. **The MA Library Trustees Association Meeting-** This year the annual meeting will be held at SPL on Saturday, November 19<sup>th</sup> from 10-1. The keynote speaker is children's author Nancy Cody, and she would like to sell books. Motion to approve the sale of books made by Fran Whitney, 2<sup>nd</sup> by Kevin McKenna, unanimously approved.

## 9. Facility

- a. Building Project Update
  - Move and start up review- The move was very successful using the same company that moved the library to the temporary location. The staff worked very hard to get everything ready in 3 short weeks.
  - Closeout work has started. The project is right now \$2.5M below the proposed budget and the private fundraising goal of \$1.75M was exceeded. Mr. Morgado will have the final figure after he does the final borrowing. The municipal storage is already being used by the Engineering Department.
  - Ongoing work
    - 1. The automated handling system will continue to be tweaked. It is a very complex system that is working well for check-ins of materials.
    - 2. Ellen is working with the architects to get a display system in place throughout the building to allow for pictures to be displayed similar to what is being used in the Commons.
    - 3. Policy development will be ongoing on an as needed basis as we settle into the new building and recognize new needs.

## 10. Gifts and Grants

- a. LSTA Grant for Memory Café- \$10,000 for 2 year program was approved.
- b. Request for State Aid funding of additional Page/Part Time hours – Ellen requested up to \$4,000 of Library State Aid to be used for page hours. This money will be used as a last resort, however, there is a huge demand for materials and it is challenging to keep up with getting materials back on the shelves. Motion to approve made by Nancy Gilbert, 2<sup>nd</sup> by Clare O'Connor, unanimously approved.
- c. Request for Borgatti Trust Fund funding of audio materials – Each year the Trustees spend about \$20,000 from this fund for the purpose of building the audio materials collection. Motion to approve made by Fran Whitney, 2<sup>nd</sup> by Kevin McKenna, unanimously approved.
- d. Request for Veteran's Council to host reception following annual Veteran's Day ceremony at the library. The usual amount of \$200 was approved Kevin McKenna, 2<sup>nd</sup> by Frank Stille, unanimously approved.
- e. Mr. Robert "Chief Joseph" Terkanian must be recognized for his incredible gifts to the library. From the wind sculptures to the mosaic wall which is now complete in the Children's Courtyard, his special touches are everywhere. Most recently, Mr. Terkanian commissioned an artist to create a metal sculpture with a sea theme on the retaining wall to the stairs that lead down to the lower level. None of these artistic beautifications could have been possible without Mr. Terkanian's generosity and vision.

11. **Personnel-** A part time employee, is leaving to take a full time supervisory position at the Holden Public Library. It is also time to complete the Library Director's evaluation and each Trustee received a copy to complete for the next meeting.
12. **Friends** – The Friends have been working to brand their room and are promoting membership to their organization. The Friends support about \$25,000 a year of programs for children and adults. Their annual meeting will be held on October 5<sup>th</sup> at the library.
13. **Miscellaneous** Motion to adjourn made by Nancy Gilbert, 2<sup>nd</sup> by Clare O'Connor, unanimously approved
14. **Next Meeting:** October 25th
15. **Related Documents:**
  - Librarian's report
  - YTD Budget Report