

Board of Library Trustees Minutes March 21, 2016

Present: P. Billingsley J. Coryat J. Gould, E. Stewart, R. Stinson, C. Barker, K. Krol

Meeting was called to order at 7:03, the minutes from Feb. 11 were approved with minor corrections. Krol has posted the Jan minutes on the Meekins web site. Coryat reported some progress in collecting past minutes. The Trustees decided that draft minutes should be sent to the Town Clerk, Krol and the Trustees, then, when finalized, sent to all Trustees and Krol. Coryat will forward a copy to the Town Clerk.

Director's Report: Krol reported that the Town had given money to purchase 3 new computers. They will be installed next week and will replace machines at the circ desk and Tech Services. Krol shared a chart showing circulation at Meekins in 2014 was 85,781, far and away the largest circulation of nearby towns including Southampton which is about twice the population. Trustees requested that Krol break the figure down to show circulation due to "school library" circulation. The Western Mass Library System sponsored a meeting focused on new Directors of libraries (a first) at the Meekins with 25 people, including 10 new Directors in attendance. The Florence Bank Community Awards netted \$3,020 which is \$1,000 more than last year. Additionally the last MegLig payment of \$4,148.99 has been sent to the Town. Krol reported that there were many collaborative activities going on and that there was minor resistance to the division of bulletin boards into non-profit and for-profit boards. Krol presented a Bulletin Board Policy clarifying the division, it was unanimously approved by the Trustees. Additionally, Krol reported that the MBLC has proposed that 10% of the required "Materials" portion of a library's budget could be spent on technology. Krol envisions laptops/tablets which could be used for training. Also, Krol will be on vacation May 15 – May 26.

Financial Reports: Krol passed out financial reports, reviewed the budget and finances. Things are generally going well. The Annual Fund is at 75% of goal (\$13,925). There is still only 1 on line donation but there are 3 out of town donations of \$500 or more. Billingsley expressed surprise at the small number of donors which led to a discussion of the next part of the appeal.

*Next letter will be to past donors who have not yet given and out of towners.

*Trustees will add individual salutations and notes as appropriate.

*Appeal will be prominently displayed (top left) on Library website.

*Letter might need to be shorter to fit in salutation.

*Billingsley shared the draft of the letter with changes including making the on-line donation more prominent and directing donors to the link on the website.

*Stinson raised possibility of getting notice of the Appeal on the Town sign & will send the name of the "Sign Poster" to Krol.

Old Business: The Library's Capital Planning Request has been submitted. There is no timeline for a response. Krol will send pictures of the stair area to C. Nardi, asking to have them forwarded to the Capital Planning Committee. J. Locke has contracted another company who seems to have a much better understanding of the system to provide HVAC maintenance. Gould reported that the priorities for this building season are the window sills and sashes in the older portion of Meekins. Gould will follow up with J. Locke on this and the engineering study for the stairs.

Coryat has made some progress on the Trustees' annual planning calendar and Krol will send her additional information. There are no new reports on the Director's contract review or the foundation/endowment fund exploration. Krol reminded all about the March 30 meeting with the Finance Committee. Billingsley, Coryat, Gould, Stinson and Barker plan to attend. Billingsley will ask the Town Clerk to post a Trustee meeting for that date. The Trustees reviewed the budget request to be presented to the FinCom. It asks for \$5,133 more than the FY 16 budget, \$3,133 for staff hours and \$2,000 for materials. There was some discussion as to whether more funds should have been requested for additional circ hours. Billingsley pointed out that the current request cannot be changed but that this request will "clear the decks" and bring 5 more staff hours under Town funding. Billingsley asked for a grid which would show the hours the library is open as the "school library" to the FinCom can get a full picture of the Meekins' hours of operation. There was discussion of the proposed meeting with the Public Safety Complex Committee members to elicit feedback from the Trustees on the new Public Safety Complex plans. No date has been set yet.

Next meeting of the Trustees will be Monday, April 11 at 7pm.
Meeting adjourned at 8:35.

Respectfully Submitted,
Eileen Stewart

A handwritten signature in cursive script that reads "P. A. Billingsley". The ink is dark and the signature is written in a fluid, connected style.