

**Board of Library Trustees, Minutes of the Meeting on January 21, 2015**

Approved February 25, 2015

**Call to Order**— Mike Durkay called the meeting to order at 6:05 p.m. Library Trustees present were: Ann Caldwell , Lynn Cristino, Cheryl Faria, Mari Ann Oliveira and Richard Perry. Director Peter Fuller and Associate Director Sharon Fredette also attended.

**Approval of Minutes** – The chair asked the members to review the minutes. Mari Ann Oliveira moved that the minutes be accepted and Lynn Cristino seconded. There was no further discussion and the minutes were approved with two abstentions.

**Mail** – There was no mail or other communications to the Board.

**Reports**

Report – Meadows Management Committee – Cheryl Faria reported that two directional signs along the pathway in the Meadows were missing. Mike Durkay suggested that she contact Bob Lamoureux or Dave Cabral. Peter said that he had to call Bob on another matter and offered to raise the question then.

Report on work being done on Veteran’s Memorial – Richard Perry noticed that work was being done at the site of the proposed Veteran’s Memorial site. He investigated and found that the footings for three flagpoles were being prepared. Mr. Perry subsequently contacted Mike Durkay, who investigated further as the Board’s chairperson. Mike spoke with John Santos, the town’s Building Official. Mr. Santos said that whether to require a permit in this case was discretionary, and he did not require the Veteran’s Committee to get a permit to install the flagpoles because the Veteran’s Memorial was a town project. Mike then contacted Selectman Mike Brady. Selectman Brady said that Board of Selectmen was not informed by the Veterans Committee of their intention to start construction. Selectman Brady offered to arrange a meeting with the trustees and the leadership of the Veterans Committee to get a detailed timeline on the project. Mike Durkay reported this to the other trustees in an email on January 6, and he provided a review of these conversations at the meeting. Mike Durkay reported that he told Selectman Brady that the trustees did not wish to interfere in the project, but they needed to be kept informed. Mike also expressed some concerns about installation of lighting for the flagpoles and the impact on the neighbors. (The library has received complaints in the past about the parking lot and building lights.) He reminded Selectman Brady that the Veterans Committee had promised to keep both the Board of Trustees and the Board of Selectmen informed. Mike also noted that Richard Perry and Sharon Connors were appointed last year to serve as liaisons to the Veterans Committee and that neither trustee was contacted about the flagpole installation. Richard Perry reported that David Viera

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from the Veterans Committee had telephoned him. Mr. Viera said that it was an oversight on his part and that he had intended to notify the trustees.

**Old Business**

Policy on Naming & Recognitions – Peter distributed a corrected version of the fourth draft of the policy that he had emailed earlier to the trustees. He also thanked Ann Caldwell for these editorial corrections. Peter noted that three paragraphs were re-written, and he felt the changes more closely reflected the intent of the Board. Cheryl Faria moved that the policy be adopted and Mari Ann Oliveira seconds. There was no further discussion, and the motion was approved by a unanimous vote.

Library Building Program – A draft of the policy was submitted at a previous meeting. Peter said that he had recalculated the space requirements for the library, and that the total amount of area required was now estimated to be 21,880 square feet. This is about 800 fewer square feet than the previous estimate. Peter asked if the Trustees had any comments or suggestions for changes. He said that the document should be adopted by the library trustees so he could transmit it to the Library Facilities Study Committee (LFSC) and submit it to the Massachusetts Board of Library Commissioners (MBLC) for approval. (The release of state planning grant funds is contingent on the approval of a library building program.) Peter also presented a document that briefly described six scenarios for improving the library facility. There was brief discussion about building options. Peter said that the building plan did not recommend a specific site or building design. The building program is only intended to detail the library's space needs and provide guidance to the architects and engineers who will make those recommendations in the future. He pointed out that adoption of this building program did eliminate the first two of the six scenarios described in the document, which were (1) just doing routine refurbishing and scheduled upgrades on the existing the building and (2) performing a major remodeling the building without expanding its size. Mike Durkay suggested that the trustees tentatively approve the plan pending further comment, so it could be submitted to the MBLC. Ann Caldwell said that she had read the program and thought that it was thorough and complete. She moved that the building program be adopted and submitted to the LFSC and the MBLC. Lynn Cristino seconded. There was no further discussion and the motion passed unanimously.

FY 2016 budget request – Peter reported that he and Sharon Fredette had met that afternoon with Town Administrator Shawn Cadime and Finance Director Bruce Alexander. He said that Mr. Cadime appeared to be supportive of the trustee's budget request. Mr. Cadime did not propose any changes, so

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Peter felt that the trustees did not have to consider modify their request at this time. Peter note that there was minor point pertaining to the proposal to hire a part-time librarian. Although this did not affect the amounts requested, Peter felt that one statement in the budget narrative could potentially cause confusion about the true cost of the position. He said that he would email Mr. Cadime in the morning to make sure that there was no misunderstanding. Peter also reported that Mr. Cadime did not submit the library's requests to the Capital Improvements Committee because of some uncertainty about the library building project. After further discussion, Mr. Cadime felt it was appropriate to send the request to replace the library main entry doors and some of the library carpeting. Peter said that he would be submitting estimates to Mr. Cadime before the end of the week.

**New Business**

Candidates for Board of Library Trustees— Mari Ann Oliveira informed the other trustees that she would not seek re-election. She said that although she enjoyed serving as a trustee, the increasing demands of her job and a need to spend more time with her family made it difficult to continue. There was a brief discussion of possible candidates. Sharon Connors is also running for re-election and Richard Perry was collecting signature for Sharon's petition to run while she was away.

National Volunteer Week, April 12 -18— Peter requested the Board approve the expenditure of \$500 from state grant funding for the library's annual volunteer luncheon. He said that in the past, the library would cover this expense out of the operating budget, but this year the library has some unanticipated network maintenance expenditures. The chairperson asked for a motion to approve the expenditure of LIG/MEG funds for the volunteer recognition event in an amount not to exceed \$500. Cheryl Faria made that motion and Lynn Cristino seconded. There was no further discussion and the motion passed unanimously.

Take Your Child to the Library Day— Peter asked that the Board waive overdue fines for children and caregivers who are seeking to renew their library cards on Take Your Child to the Library Day on February 7. Peter said that the library wanted to remove an impediment to getting a card on the one day we issue a special invitation to children to come to the library. This is not a general amnesty and only applies to children seeking to renew cards. It only applies to fines and

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not fees for lost materials. Lynn Cristino moved that the fines be waived and Mari Ann Oliveira seconded. There was no further discussion and the motion passed unanimously.

Copier lease— Peter reported that the library's copier was no longer being serviced by the company that sold it. The copier will have been in service seven years as of February. Peter is looking for a service contract from another source. He is not optimistic about finding an affordable package for such an old machine, so the library is seeking quotes for leasing a new machine. Peter will report at the next meeting.

**Policy Reviews** – Peter asked that consideration of Collection Development Policy be postponed. He said that the policy was being examined as part of an overall collection development strategy. He described the current strategy as being developed on the run, and hopes to develop a policy and more formal structure this summer.

**Other items that could not be reasonably anticipated forty-eight hours, etc.** -- None

**Director's report for December/January** – The report was emailed to the trustees prior to the meeting. There were no comments or questions. Peter had attended a SAILS members meeting that morning and reported that SAILS would be switching the library over to a new on-line payment system in April. The new system will make it easier for library users to pay fines and fees with a credit or bankcard.

**Trustee comments, questions, and suggestions** – None.

**Next Meeting & Adjournment**

The trustees agreed to meet again on February 25 at 6:00 p.m. Richard Perry moved to adjourn at 6:55 p.m. and Ann Caldwell seconded. The trustees approved unanimously.

**The following documents were distributed at this meeting:**

- 1) Draft, Minutes of the previous meeting.
- 2) Draft #4, Policy on Naming and Recognition
- 3) Library Building Program & Possible Scenarios for Improving Library Facilities (single document)
- 4) FY 2016 Budget Proposal delivered to the Town Administrator on January 21 (several documents)
- 5) Library Director's Report for December 2014 /January 2015

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**Call to Order**— Chairperson Mike Durkay called the meeting to order at 6:05 p.m. The other Library Trustees present were: Ann Caldwell , Sharon Connors, Lynn Cristino, Cheryl Faria and Mari Ann Oliveira. Director Peter Fuller and Associate Director Sharon Fredette also attended.

**Approval of Minutes** – The chair asked the members to review the minutes of the January meeting. Ann Caldwell moved that the minutes be accepted and Lynn Cristino seconded. There was no further discussion and the minutes were approved with one abstention.

**Mail** – There was no mail or other communications to the Board.

**Reports**

Meadows Management Committee -- No report.

Library Facilities Study Committee – The Library’s Building program has been approved by the MBLC, and the committee will be distributing it to several town boards and committees. The document will be released more widely soon for public comment . The committee has also sent a draft of a Request for Qualifications (RFQ) for the services of an Owner’s project Manager to Mr. Cadime for review.

Library FY 2016 Operating and Capital Budget Requests – Mr. Cadime is working on the details of his recommendations on both budgets. Peter has not heard when hearings on the budget will be held.

Collective Bargaining Agreement Negotiations – The Selectmen are considering a settlement proposal from Mr. Cadime. Peter was asked to calculate the cost of some rate increases but he had no additional information.

**Old Business**

Board of Trustees vacancy – Peter reported that Katherine Lussier will be running as a write-in candidate for the Board of Library Trustees. He said that Kathy was librarian with a strong technology background and that she should be an asset on the board.

Copier Lease Proposal – Peter asked that a discussion of this item be postponed until the next meeting.

**New Business**

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Review Procedures for Emergency Closings – Peter report that in the last thirty days the library was closed for four days because of bad weather. He reviewed the decision making process for closing and the procedures for notifying the public in case anyone raised the issue with the trustees.

Consider the appointment of Larry Havrylik to the Seekonk Library Trust – Peter reported that Larry Havrylik wished to serve on the Board of Directors of the Seekonk Library Trust. Peter noted that Larry was a long-term resident of Seekonk who has been active in a variety of local organizations. Larry had also previously served on the Water Commission and the Board of Selectmen. Sharon Connors moved that Larry be appointed to the Board of Directors of the Seekonk Library Trust and several trustees seconded. The trustee voted unanimously to approve.

Seekonk Library Trust funding requests for FY 2016 – Peter reported that barring any unforeseen need or opportunity, he did not expect to request funds from the Library Trust in the next fiscal year. He said that he will ask the Library Trust again this year to save for furnishing the new library. Furnishing and equipment may not be purchased with state construction grant funds.

Friends of Library funding request for FY 2016 – Peter said that he would present a budget request to the Library Trustees for approval at their next meeting. He will then present it to the Board of Directors of the Friends of the Library at their meeting on March 30.

Friends sponsored snack machine in library – Peter reported that there have been regular requests from library users to have the library sell snack foods again. This is considered an important public service, particularly by the students who visit the library after school. Friends of the Library had at one time purchased snacks that were sold at the children's service desk. The Friends found it bothersome and not very profitable. Peter felt that it was not appropriate to have staff spend time selling things. Storage of the snack food was also an issue given the mice problem at the library. There are several other options for providing snacks. Most of these involve the use of vending machines. These could be owned and operated by the library, the Friends, outside vendors or any combination of these three. The Friends of the library are interested in exploring these options, but before moving forward, Peter wished to know if the trustees had any concerns or objections. A brief discussion followed and the consensus was that the Friends and the Library should continue exploring ways to provide snacks.

Approve expenditure from the Smart Memorial Trust for Conferences – The library wishes to send Michelle to the [Digipalooza](#) conference in Cleveland this summer. Digipalooza is the annual gather of

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OverDrive customers. OverDrive is the primary source of downloadable books for the library. The conference is an opportunity to learn about new products, services and pricing options. Peter asked that the Trustees appropriate an amount to not exceed \$1,500 from the Smart Memorial Trust for this purpose. Sharon Connors made that motion and Mari Ann Oliveira seconded. There was no further discussion and the trustees voted unanimously to approve.

Director's Evaluation of the Associate Director – Peter had prepared Sharon's evaluation, which he will send out prior to the next meeting. He will make his recommendation for a rate increase at that time.

**Policy reviews**

Policy on Decertified Libraries – The staff recommended no changes, and there was not discussion.

**Other items that could not be reasonably anticipated forty-eight hours in advance of the meeting by the Chairperson**

Meeting with Veteran's committee – Mike Durkay noted that he had received an invitation to have the representatives of the Library Trustees meet with members of the Board of Selectmen and members of the Veteran's Memorial Committee on Wednesday, March 4. Richard Perry and Sharon Connors had previously agreed to serve as a sub-committee of two to represent the trustees in discussions about the memorial. Sharon said that she would attend and Mike said that he would contact Richard about attending. Sharon will report to Mike Durkay after the meeting and then report to the committee as a whole at the March meeting.

**Director's Report** – Copies were emailed previously to the trustees. There were no comments or questions.

**Trustee's Comments, Questions & Suggestions** – None.

**Set Next Meeting & Adjourn** –The trustees agreed to meet again on March 18 at 6:00 p.m. Sharon Connors moved to adjourn at 6:55 p.m. and Ann Caldwell seconded. The trustees approved unanimously.

**The following documents were distributed at this meeting:**

- 1) Draft, Minutes of the previous meeting.
- 2) Copy of the Policy on Decertified Libraries
- 3) Copy of the Director's Report for January/February

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**Call to Order**— Chairperson Mike Durkay called the meeting to order at 6:01 p.m. The other Library Trustees present were Sharon Connors, Lynn Cristino, Cheryl Faria, Richard Perry and Mari Ann Oliveira. Director Peter Fuller and Associate Director Sharon Fredette also attended.

**Approval of Minutes** – The chair asked the trustees to review the minutes of the February meeting. Sharon Connors moved that the minutes be accepted and Lynn Cristino seconded. No changes or corrections were requested, and the minutes were approved with one abstention.

**Mail** – Equity Financial Services submitted a request to use the meeting room. The firm will be charged \$250 to use the room because it is not a library sponsored program and they will be promoting their business services. Several trustees raised questions about how the library decides what programs offered by businesses were acceptable for library sponsorship. Peter said that programs were selected based on library users' interests and timeliness of the information offered. He offered as an example the program on social security, which was offered by a private company. Presenters are expected to adhere to library guidelines contained in a letter that each business applicant receives. A question was raised as whether the library should monitor the content of programs presented by business, and if the library had an obligation to protect consumers who attend these programs. Peter said that the library does not have the resources to monitor the content of program offered by the paid users of the meeting room. Peter distributed to the Board a disclaimer that the library proposes to distribute to those attending these programs. A user survey will be put on the back of the form that will collect attendee's comments. There was discussion of whether or not the library should not allow any businesses to use the meeting room given all the problems associated with these programs. Peter said that the library had only three or four paying users of the meeting room last year, so it does not generate a lot of revenue, but preventing all business from using the room would eliminate some value programs. He cited the recent, library-sponsored program on pet care that was offered by a local veterinary practice. The chairman suggested that the discussion be expanded to include the case of a business that recently used the library's logo. Anne Caldwell had brought to Peter's attention that one of business making a presentation at the library had mailed out advertisements that used the library's logo. Peter said that he had spoken to the presenter and pointed out that use of the logo implied endorsement of the program, and therefore, was a violation of the library guidelines. A trustee inquired if permission to use the room could be revoked. Peter said that it could, but in this instance, he considered it to be a minor violation.

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A trustee inquired if the library could control use of its logo. Peter said that the logo is not copyrighted and that it is out in the public domain. He said that it was probably not worth the time and expense of trying protect it as a trademark.

**Reports**

Meeting with Selectmen and members of the Veterans Memorial Committee -- Sharon Connors and Richard Perry reported on their meeting with Selectmen and the Veteran's Committee. The Veterans Committee hopes have flag poles installed on the site of the proposed memorial by Memorial Day. Sharon Connors reported that she and Richard were emphatic about the having the proposed memorial located exactly where it was agreed. At Selectmen Brady's suggestion it was agreed that Dave Cabral should be asked to do a properly measure site plan that showed the location of the memorial. All agreed to support that effort and that further discussion should wait until the plan was in hand. It was also agreed that the Mr. Cadime and Peter would coordinate communications between Town Hall and the Library. Another meeting has been scheduled for April 7.

Meadows Management Sub-committee -- Cheryl Faria reported that plans are progressing for the Summer Opening of the Meadows on June 20. She also reported that the Master Gardeners will resume working on the site soon.

Status of FY 16 Budget and Contract Negotiations -- Peter reported that he is still waiting to learn from Mr. Cadime about the status of the FY 2016 operation budget request, the funding request for capital improvements, and the contract negotiations between the Town and the Library Staff Association.

**Old Business**

Copier Lease Proposal – The library is still waiting for some revised proposals for a new copier. Peter said this item was place on the agenda originally because he thought that the vendors would require the Chairperson to sign the contract. This was the case with the telephone system lease. The copier vendors do not have the same requirement, so Peter ask the trustees if it was alright to proceed when the final quotes came in. The consensus was that he could sign the lease agreement for the best priced option without bringing it back to the trustees far a vote.

Friends of Library funding request for FY 2016 – Peter recommended that the Board of Trustees request a total of \$17,950 in funding from the Friends of the Library for FY 2016. This is approximately the same amount as requested last year. The funds will be used to supplement cores services. The request includes approximately \$5,000 for Museum passes, \$5,700 for adult

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programs and \$6,500 for children's programs. Sharon Connors move that the Board of Trustees request \$17,850 from the Friends of the Library for the purposed stated in the budget. Mari Ann Oliveira seconded. There was not further discussion and the trustees voted unanimously in favor.

**New Business**

Evaluation of the Associate Director – Copies of Peter's evaluation of Sharon were emailed to the trustees prior to meeting. Peter summarized his evaluation by pointing out that Sharon had been brought on board to perform several difficult tasks. Although these tasks are not finished, Sharon has done an exceptionally good job under difficult circumstances and the library has made considerable progress. Peter recommended that she be awarded a 4% increase and that this increase should take effect retroactively to the first of the year. Sharon Connors move that the Board of Trustees accept the recommend 4% pay increase for the Associate Director and that the increase should be effective as of January 1, 2015. Cheryl Faria seconded. Mike Durkay asked if an increase of 4% would "raise eye brows" at Town Hall. Peter said that it probably would because it was at the top of the allowed range in Sharon's contract. Peter said the Trustees were allowed to award of merit increases and he did not wish to see raises of management personnel tied to increases negotiated by the union. He also pointed out that a 2% increase had been budgeted for the entire year, and that Sharon would still be making less than her predecessor. There was not further discussion and the trustees voted unanimously in favor.

Open at noon on Friday, May 1 for staff training – Peter requested permission to open late on Friday, May 1 for staff training. The library has done this in the past in order to get the entire staff together for training. He said that training was needed primarily because of the introduction of the new wire-less mobile circulation stations. Other major training issues involve further implementation of the San Jose service model. Lynn Cristino moved that the library delay opening until noon on Friday, May1 and Cheryl Faria seconded. The trustees voted unanimously in favor.

**Policy Review**

Customer Service Policy – Peter asked that discussion of this policy be delayed until the next meeting. He said that the staff was hoping to revise the policy to make it clearer and more focused. Peter said that this was part of the on-going effort to improve customer services.

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Display Space Policy – The staff recommended no changes and the trustees raised no questions about this policy.

**Director’s Report** – Copies of the report were emailed to the trustees prior to the meeting. There were no comments or questions.

**Trustee’s Comments, Questions & Suggestions** – Lynn Cristino asked if the library could install self-operated materials check-in stations. She reported having an on-going problem with items not being checked-in. She also reported that some staff people were not particularly helpful when this situation arose. Two of them suggested that she check the shelves for the items. Two other people reported similar experiences. Peter said that this has been an on-going problem, but that it was not possible to install such a station. He also said that the staff attitudes and behaviors described were contrary to established procedures and his expectations. Sharon said that she and Marge Bradley, the Supervisor of Customer Services were taking steps to correct the problem. Peter said that he would report back on this issue at the next meeting.

**Next Meeting & Adjournment** –The trustees agreed to meet again on April 15 at 6:00 p.m. Sharon Connors moved to adjourn at 7:15 p.m. and Lynn Cristino seconded. The trustees approved unanimously.

**The following documents were distributed at this meeting:**

1. Draft of the Minutes of the February meeting.
2. Request to use the meeting room from Equity Financial Services
3. Funding request for the Friends of the Library
4. Performance Evaluation for the Associate Director
5. Copy of the Customer Service Policy
6. Copy of the Display Space Policy
7. Copy of the Director’s Report for February/March

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**Call to Order**— Vice chairperson Sharon Connors called the meeting to order at 6:01 p.m. The other Library Trustees present were: Lynn Cristino, Cheryl Faria, Ann Caldwell, and Kathy Lussier. Director Peter Fuller and Associate Director Sharon Fredette also attended.

**Approval of Minutes** – The chair asked the members to review the minutes of the previous meeting. Since some of the trustees were not present for the last meeting, the chair decided that a vote to approve could not be taken. The minutes of the March meeting will be considered at the May meeting.

**Mail** – The Board received a letter from the Board of Library Commissioners confirming that the second payment of State Aid to Public Libraries for FY'15 in the amount of \$12,535.18 was awarded to the Seekonk.

**Election of New Officers** – Sharon Connors noted that it was customary to elect new officers for the Board of Library Trustees the first meeting after the Town election in April. There was some informal discussion among the trustees present. Sharon said that she had discussed the election Mike Durkay, the current chairperson, and he did not object to her suggestion that he continue serving as chairperson. Sharon said that she would be willing to continue serving in the role of vice-chair but would step aside if anyone was interested. A quick poll of those present indicated that no one else was interested in serving as chairperson or vice chairperson. Sharon pointed out that the Board needed a new Secretary since Mari Ann Oliviera has left the Board. There was a brief discussion of the duties of the Secretary. Peter said that he or Sharon Fredette would continue writing-up the minutes as long as the Secretary continued to review the minutes before they are sent out to the entire Board. Lynn Cristino volunteered to serve as Secretary. This completed the slate of candidates, and Ann Caldwell moved that the entire slate be approved by acclamation and assume office immediately. Cheryl Faria second the motion. The trustees approved the motion unanimously.

**Reports**

Meeting with Selectmen and the Veteran's Committee – The meeting on April 9 was postponed at the request of the Selectmen, and the meeting has not yet been rescheduled. Dave Cabral, the Town Engineer will be working on a site plan that will show the exact location of the memorial. This plan will be reviewed at the next meeting.

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Status of Budget requests and Contract Negotiations – Mr. Cadime informed Peter that another negotiation session between the Town and the Library Staff Association is planned for the first week on May. Mr. Cadime also anticipates discussing his budget with the Board of Selectmen soon, and budget hearings with the Finance Committee will mostly likely take place in early May.

Meadows Management Committee – Cheryl Faria reported that the Master Gardeners renewed work on the library grounds the previous evening. She also said that plans were progressing for the Summer Solstice Celebration on the Meadows, which is scheduled for Saturday, June 20.

**6. Old Business**

Funding request to the Friends of the Library -- Peter reported that the Board of Directors for the Friends of the Library (Friends) voted at their meeting on March 30 to approve the funding request from the library trustees for library programs in FY 2016. The Friends appropriated \$18,275, which is \$425 more than what was requested originally. The increase reflects a cost increase in the Book Page publication that the Friends purchase for the library to distribute to customers.

Friends of the Library request appointment of a liaison –Peter reported that the Friends were again requesting that the Trustees appoint a formal liaison to the Board of Directors of the Friends. While the Friends appreciate the invitation by the Board of Library Trustees to send on of their directors to the trustees meeting, they felt that it would be beneficial to have a library trustee familiar with the workings of the Friends group. After a brief discussion, Kathy Lussier volunteered to serve as the liaison.

Problem with checking-in materials – Following-up to a discussion at the last meeting, Sharon Fredette reported on efforts to eliminate the problem with items not being checked-in and how the staff handles that issue when it arises. The library has made several changes, including the reassignment of some staff members to other duties. The library has also conducted several tests to check for errors. These tests will be conducted periodically in the future. Sharon said that she discussed the staff response issue with Marge Bradley, the circulation supervisor. Sharon stressed the need for closer monitoring and tighter supervision.

**7. New Business**

Board Library Trustees Award – Peter reported that the Guidance Department at the High School inquired if the Trustees were going to award the Library Trustees Award again this year to a graduating

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senior. The Trustees have offered this award since 1979. Peter said that the Guidance Department administers the award and selects a winner. The Trustees are then informed and one of the trustees or the library director makes the award. Last year the award was a \$200 Amazon gift certificate. The consensus was the trustees will continue to present the award using the same procedures as last year.

Requests for LIG/MEG funding – Peter requested that the Board approve the expenditure of state grants funds (LIG/MEG) for several items and services. (See the list below.) He said that some of these expenditures were unanticipated because of technical difficulties that arose, but the major of items requested were new opportunities that he and the staff felt should be taken advantage of sooner rather than later. Peter suggest that the Board authorize the expenditures in amount not exceed \$10,300 but if the Board preferred, they could consider and vote on each group of items or individual item. Peter and Sharon F. then reviewed the items on the list. They described each item, its purpose and how the price estimate was obtained.

	<b>Item or Service</b>	<b>Amount</b>
A1	Envisionware eCommerce -- Software for Self-Checkout Fine/Fee Payment	\$ 3,800.00
A2	8 hrs. of network support for server setup and software installation	\$ 1,200.00
	Group A, Subtotal:	\$ 5,000.00
B1	Peripheral equipment for mobile circulation tablets, (1) scanner -\$425 and (1) mobile printer -\$ 375	\$ 800.00
C1	"1,000 Books Before Kindergarten" early literacy Program	\$ 600.00
D1	Shredding Service -- library promotion	\$ 800.00
E1	Mobile Folding Boardroom/Conference Table 10'L x 4'W	\$ 2,200.00
E2	(2) Multimedia Display Carts	\$ 900.00
	Group E, Subtotal:	\$ 3,100.00
	<b>TOTAL REQUEST:</b>	<b>\$ 10,300.00</b>

Peter said that the current balance of the LIG/MEG fund was approximately \$101,000. Peter said it was unusual to allow this fund to grow to this size. He said this was because he had asked the Board to

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reserve funds in anticipation of additional costs that may come out of the building study and design. The proposed expenditures were important short-term needs that he and staff felt should be addressed. Ann Caldwell moved that the Board discuss the appropriation of LIG/MEG funding as presented without assigning a specific amount to be appropriate at this point. Cheryl Faria seconded. The motion passed unanimously. There were few questions about some items. Most of the discussion was about the proposed conference table for the Sullivan Room. A consensus developed that the purchase of the conference table should wait, but library should proceed with the other purchases on the list. Ann and Cheryl were asked if they would consent to renewing their motion to having the Board of Trustees appropriate an amount not to exceed \$ 8,100 to purchase all of the items and services requested with the exception of a conference table. The five trustees present approved unanimously.

**8. Policy reviews**

Review draft of a revised Public Service Policy – A draft of the new policy was included in the meeting package. Peter briefly described the purpose of the policy. He said that the major objectives of the new policy were to (1) tie the policy to existing statements on customer services that were developed by the staff, (2) make clear the basic conditions needed to support good customer service, for example, it will be provided without prejudice or bias, (3) clearly state that customer services will receive primary but not exclusive consideration when providing service or developing new services, (4) affirm that staff has the discretion to resolve issues and problems, and (5) affirm that staff will not be disciplined when they make a good faith effort resolve issues in a manner consistent. He also said that many of the elements of the old policy were not more procedural in nature and these would be incorporated in the manual of standard operating procedures. He said that section of the operating procedures would be available at the next meeting. Peter asked that the policy be discussed and voted on at the next meeting.

Review Policy on Board Agenda Items (available at meeting) – Peter said that this was a policy of the Board of Library Trustees and he apologize for not including it in the packet. He asked that it be put on the agenda of the next meeting, and the trustees agreed.

**9. Other items that could not be reasonably anticipated forty-eight hours in advance of the meeting by the Chairperson** -- Peter reported that Mary Ellen Siniak had gone ahead and planned a celebration



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of National Library Week without discussing it with the rest of the management team. Among the things advertised was payment of fines in return for food donations. This requires Board authorization, and it had not been approved by the Board. Because National Library Week was half-over, Peter suggested that food for fines be offered for just one day, Saturday. This would be fitting because Saturday was also designated as Customer Appreciation Day at the Library. Lynn Cristino moved that customers be allowed to pay for fines with food for the coming Saturday, and Cheryl Faria seconded. The five trustees present approved unanimously.

**Director's Report** – Copies of the Director's report for March/ April were emailed to the trustees prior to the meeting. Peter added to his reported that he had requested \$1,000 from the Seekonk Conservation Land Trust to fund the library's Environmental Resource Center.

**Trustee's Comments, Questions & Suggestions** -- None

**Set Next Meeting & Adjourn** –The trustees agreed to meet again on Wednesday, May 20 at 6:00 p.m. Lynn Cristino moved to adjourn at 7:25 p.m. and Kathy Lussier seconded. The five trustees present approved unanimously.

**The following documents were distributed at this meeting:**

- 1) Letter from Dianne Carty, Director of the Mass. Board of Library Commissioners
- 2) Draft, Minutes of the previous meeting.
- 3) Request for an appropriation from state grant funds.
- 4) Draft of a the Customer Service Policy
- 5) Copy of the Director's Report for January/February

Seekonk Public Library

**Board of Library Trustees, Minutes of May 20, 2015 Meeting**

Approved on June 17, 2015

**Call to Order**— Chairperson Mike Durkay called the meeting to order at 6:03 p.m. The other Library Trustees present were Sharon Connors, Lynn Cristino, Cheryl Faria, Kathy Lussier, and Richard Perry. Director Peter Fuller and Associate Director Sharon Fredette also attended.

**Approval of Minutes** – The chair asked the trustees who were present at the March meeting to review the minutes from that meeting. Sharon Connors moved that the minutes be accepted and Lynn Cristino seconded. No changes or corrections were requested, and the minutes were approved with five votes in favor and with one trustee abstaining. The chair asked the trustees who were present at the April meeting to review the minutes from that meeting. Cheryl Faria moved that the minutes be accepted and Sharon Connors seconded. No changes or corrections were requested, and the minutes were approved with four votes in favor and with two trustees abstaining.

**Status Reports**

Meadows Sub-committee

Cheryl Faria reported that: a couple had requested to use the gazebo for a wedding on Saturday, May 23, plans for the June Summer Solstice Celebration were being finalized, the Library Trust will be presenting the St. Hilaire Community Service Award at the celebration, and the Master Gardeners had resumed work on the community garden.

Veterans Memorial Sub-committee

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Sharon Connors and Richard Perry reported that they had not met with the representatives of the Veterans Memorial Committee and Selectmen. Their understanding was the Board of Selectmen had not yet appointed a replacement for Gary Sagar. They also reported that the Veteran's Committee was going to give a presentation at the Selectmen's meeting that evening. They asked to be excused early so that they could attend this meeting.

Friends of the Library

Kathy Lussier reported that she had attended the last meeting of the Board of Directors of the Friends of the Library. The Friends will be holding the organization's annual meeting on Tuesday, June 16.

FY 2016 Operating Budget & Capital Budget

Peter reported that the Town Administrator presented his budget to the Board of Selectmen on May 6. His budget included the full amount requested by the library trustees. Peter was present along with the other department heads to answer any questions. The Selectmen had several questions about the proposed part-time librarian and the additional hours of operation that this budget would support. The selectmen also requested some data on library users and their place of residence. This information was sent to Mr. Cadime last week. A copy of a pie chart that summarizes this data is attached to the director's report. This evening, there will be a public hearing on the budget, and I am hoping that the Selectmen will adopt the budget as presented by Mr. Cadime. The budget adopted by the Selectmen is then sent to the Finance Committee for consideration.

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None of the library's capital request will be going to Town Meeting in June. We had requested \$22,000 for automatic doors, \$20,000 for carpeting, and about \$7,000 to refurbish the public restrooms. Attached to the director's report is a summary of the library's capital request. All of these are needed improvements. The lack of automatic doors is a major concern. All of these items would be difficult to sell, however, because the library is hoping to initiate a major renovation and/or construction in early 2018.

We need to look at some short term, lower cost measures to remediate some of these problems. The library could install electrically powered doors on the idea of those at town hall.

CBA negotiations between the Town and the Library Staff Association

Peter reported that he attended a meeting on May 8 between Mr. Cadime and the representatives of the Library Staff Association. There has been some progress towards a settlement, but several issues remain outstanding. Chief among them are an employee evaluation system, sick-time for part-time employees, and the elimination of longevity.

Introduce the Library Facilities Study Committee to the Trustee

The Library Facilities Study Committee (LFSC) was meeting in the Director's office at 6:30. Since they were right next door, the LFSC took the opportunity to introduce themselves to the Board of Library Trustees.

**Old Business**

Presentation of the Library Trustee's Award

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Peter reported that the High School Guidance Department had not called yet. He would let the Trustees know who the recipient is and when Senior Awards Night will be held after he confirms it with the Guidance Department.

Communications between library trustees and staff members (Follow-up on a discussion at the April meeting.) Peter noted that there have been some recent incidents in which a library trustee heard from a disgruntled employee. Peter said that he encourages a dialog between trustees and library staff, but noted that some staff members may try to promote their own agendas in these conversations. In two recent cases, a trustee became unintentionally involved in a potential disciplinary issue. After a brief discussion, the consensus developed that the trustee's best course of action was to behave like a unbiased investigator -- listen carefully, gather as much information as possible, remain non-committal, and refer problems on to Peter or Sharon.

**New Business**

LIG/MEG funding request to replace library bookdrops

The library received about \$6,100 in its insurance settlement for the damaged book drops. Since both bookdrops are damaged. Sharon and Mage recommend that they both be replaced with one large unit, specifically a Never-Rust Dual Drop Book Return. The total estimated cost of this unit is about \$7,600. The library would receive a 15% discount on this purchase. The cost includes two book carts and shipping. Peter requested an amount not to exceed \$1,800 to purchase and install this larger unit. This overall amount includes a small contingency for installation.

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Lynn Cristino moved to appropriate from state grant funds an amount not to exceed \$ 2,000 to be used for the purchase and installation of a new bookdrop. Sharon Connors seconded the motion. There was no further discussion and the motion passed unanimously.

Discuss the Library Trustee's input into the Library Facilities Study

Peter reported that several members of the Library Facilities Study Committee (LFSC) felt that the Library Trustees were disinterested in the work of the committee. This feeling was intensified when none of the library trustees responded to the LFSC invitation to attend a public meeting on May 7 to discuss the facility study. Peter said that he has told the LFSC that the trustees are comfortable with progress being made and the trustees are reluctant to be seen as interfering in the process. The trustees lack on direct involvement is actually a vote of confidence in the LFSC and its work. During the discussion that followed, Mike Durkay noted that the facility study was a long and complex process. He felt that it was difficult to know when their input was needed or required. Sharon Connors suggested that the LFSC should contact the library trustees when specific information was needed or when the trustees input on a specific decision was required.

**Other items that could not be reasonably anticipated forty-eight hours in advance**

Peter reported that Marge Bradley, Chairperson of the Staff Association had raised a question about the work schedule during the week with the July 4<sup>th</sup> holiday. The contract between the Town and the Staff Association states that when a paid holiday falls on a Saturday, it will be celebrated on the immediately preceding Friday. There is

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some language in the contract that could also force the library to grant additional compensatory time if the library opens on such a Friday holiday. Peter recommended that the Board of Library Trustees close the library on both Friday, July 3 and Saturday, July 4. Peter felt that closing both days was the most cost effective, least objectionable, and simplest way to proceed given the language in the contract.

*(Peter was excused from the meeting to attend the public hearing on the FY 2016 budget at the Board of Selectmen's meeting at Town Hall.)*

**Policy reviews**

Consider draft of a new Public Service Policy

Peter distributed two documents, Draft # 5 of the New Policy, and a copy of the current Customer Services Policy. Peter reported that he had received more input from the staff and some changes were made. He recommended that discussion of the policy be delayed until the June meeting. The new language is underlined and language to be removed is struck through. The policy has five basic goals. It the new policy (1) connects customer service to our larger goal, (2) ties the policy to basic operational need, (3) it reaffirms that we won't discriminate or show favoritism, (4) establishes customer services a primary value, and (5) establishes some basic conditions needed to implement the policy.

Review Policy on Board Agenda Items

This item was held over from the previous meeting. Since it is a policy governing the Board of Library Trustees, the staff has no recommendation.

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Meeting Room Policy

The meeting room policy and procedures work well. It affords the library and town ample legal protections. The staff does not recommend any changes.

**Director's Report for April /May**

The Director's Report was emailed to the trustees prior to the meeting.

**Trustee's Comments, Questions & Suggestions**

**Executive Session**

Peter's contract with the Board expires on June 30, 2015. Both sides are required to provide 30 days' notice if either party does not wish to extend the existing contract. This will be the trustee's last scheduled meeting before June 1.

A. Appoint a person to record the minutes of the executive session. \_\_\_\_\_ agreed to take minutes of the executive session.

B. The chair asked for a motion to adjourn to executive session as permitted under MGL c. 30A to conduct a strategy session in preparation for negotiating with nonunion personnel. \_\_\_\_\_ made that motion, and \_\_\_\_\_ seconded.

Roll call vote to adjourn into closed session.

C. Roll call vote to return to open session.

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**Next Meeting & Adjournment** –The trustees agreed to meet again on \_\_\_\_\_ at 6:00 p.m. \_\_\_\_\_ moved to adjourn at \_\_\_\_\_ p.m. and \_\_\_\_\_ seconded. The trustees approved unanimously.

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**Call to Order**—Vice-chairperson Sharon Connors called the meeting to order at 6:10 p.m. The other Library Trustees present were Anne Caldwell, Lynn Cristino, Cheryl Faria, Kathy Lussier and Richard Perry. Attending also were members of the Board of Directors for the Seekonk Library Trust Library, Lisa Spencer, Mari Anne Oliveira, Linda Karewa, and Larry Havrylik. Library Director Peter Fuller also attended.

**Meeting with Seekonk Library Trust** – The Seekonk Library Trust was meeting in the Sullivan Room prior to Library Trustees meeting. The directors of Library Trust had asked to use the opportunity to introduce themselves to the library trustees. Several members of both boards spoke of the importance of working together and improving communications among supporters of the library.

**Approval of Minutes** – The chairperson asked that the trustees who were present at the May 20<sup>th</sup> meeting to review the draft of minutes from that meeting. Lynn Cristino moved that the minutes be accepted and Richard Perry seconded. There were no additions or corrections suggested. The trustees voted unanimously to approve the minutes.

Mike Durkay arrived at 6:15 and Sharon turn the meeting over to him.

## **REPORTS**

Meadows Management Committee – Cheryl Faria reported on the plans for the Summer Solstice Celebration scheduled for Saturday, June 20. A wide variety of activities are planned. The Seekonk Library Trust will present the St. Hilaire Public Service Award at the Gazebo. Three musical acts will follow from 2:00 to 6:00 p.m. There will also be a kite making workshop, a kite flying demonstration, nature crafts and stories by the library staff, and a URI Master Gardner’s booth. Several artists from the Seekonk Artist Group will be displaying their work on the Meadows and in the Multipurpose Room. The library’s lobby will be open until 6:00 p.m. to provide access to the art exhibits and the restrooms.

Friends of Library Annual Meeting – Kathy Lussier was not able to attend as the Trustee Liaison, but Peter report that the Friends elected new officers; Lora Pielka, President, Virginia Zoppo , Vice-president, Joleen Vatcher, Secretary and Susan Rutter, Treasurer. Those attending heard a

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presentation from Peter and Anne Miller, chairperson of the Library Facilities Study Committee (LFSC) on the library building project.

Building Facilities Study – The LFSC is in the process of hiring an Owner’s Project Manager (OPM). The OPM will help the committee select a design team that will perform the needed engineering studies and develop the schematic designs. Peter reported that he and Anne Miller had met with Shawn Cadime who will oversee the negotiation of the contract. The committee hopes to start working with the OPM before the end of the month.

Town Meeting – The posted trustees’ meeting prior to the Town Meeting was cancelled because there were not any items on the warrant that required discussion or action by the Trustees. Mike Durkay had sent out an email to that effect the afternoon the meeting. Peter reported that FY 2016 budget passed as presented, and this included an increase for the library of almost 8%. This is the largest increase in the budget since 1996. It is also the first time since 1994 that additional funding has been included for a new position, which is 18 hours a week for a part-time librarian. Included also in the budget are funds to open the library an additional 7 hours per week. Peter also cautioned that this increase could make achieving the municipal appropriate requirement (MAR) more difficult in the future. The community must meet the mandated MAR to receive state certification. The MAR is calculated by averaging the total municipal appropriation from the three previous years and then adding two percent to the average amount.

**OLD BUSINESS**

New schedule of hours for FY 2016 – Peter asked the Trustees to approve new schedule of hours that the library will be open to the public. The proposed schedule would be Monday through Thursday, 9:00 a.m. to 8:00 p.m. , Friday and Saturday, 9:00 a.m. to 5:00 p.m. Lynn Cristino moved that the recommend schedule be approved, and Cheryl Faria seconded. Peter said that this will open the library to the public for seventy hours a week and he wished to start the new schedule on Saturday, July 11. He did not anticipate any major problems when implementing the new schedule. The customer service associates currently start at 9:30, and some members of the salaried staff are here at 9:00 a.m. Peter also said that they would be making a change in coverage at the public service desks. On Monday through Thursday from 9:00 to 12:30, and on Fridays, there will be one librarian on duty as the principal provider of professional services, and there will also be a second

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librarian in the building that will be on call to provide backup. The primary and backup will be from different departments. If the primary service provider is from Adult Services, for example, the backup will be from Youth Services. This will insure the full range of skills will be available to the public. There was no further discussion and the trustees voted unanimously to approve the change in hours starting on July 11, 2015.

Library Director's performance evaluation – Mike Durkay noted that Peter's contract was due to expire at the end of the current fiscal year (June 30, 2015), and that Peter had not received his annual evaluation. Richard Perry asked if the Board could go into executive session to discuss the evaluation. Peter then distributed some information taken from the Attorney General's website that explained that evaluations had to be done in open session.

Mike said that he had sent out a copy of an evaluation form and a copy of Peter's self-evaluation done in December to all of the trustees except Kathy Lussier, who was elected in April 2015. Mike had asked that each trustee complete a form and return it to him. He said that his intention was to compile all of the comments into a single evaluation that he would then review with Peter. This has been the usual practice that the trustees had followed when evaluating the library director in the past. Mike reported that only Cheryl Faria had returned the completed form. It was also noted that information from the Attorney General indicated that all of the materials prepared by trustees for use in the evaluation were considered to be public documents.

Several trustees had questions about the schedule for evaluation, and the sequencing of the director's evaluation and the setting of his or her pay rate. Peter said he and trustees have never established a firm timetable for evaluation. He noted that he started officially as director in July 2012 and received his first evaluation in March 2014, which theoretically covered July 2012 to June 2013. Peter said that he did not submit his last self-evaluation until December 2014. In this self-evaluation, he tried to cover the period from July 2013 to through November 2014. Mike Durkay noted that the proper sequence of evaluating and rate setting is shown in the Planning Calendar, which will be discussed under new business. The trustees should set the director's salary at the beginning of the fiscal year, based on the trustee's evaluation the director's performance in the previous fiscal year. Assuming that the evaluation is based on the entire twelve months and that the process of compiling the evaluation and delivering the evaluation may take a month or more, it is not unreasonable to expect the actual rate setting to take place at the September meeting.

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It was noted that raises could be conferred retroactively to any prior date in the fiscal year. Peter said that his understanding was that raises could be paid retroactively to the previous fiscal year in the case of collective bargaining agreements, but he did not think that was the case for personal services contracts. He said that if it was possible, it most likely require the approval of Town Meeting.

Several trustees raised questions about the basis of the evaluation. Several trustees expressed concern over the suitability of the evaluation form. Some trustees questioned if any form could accurately reflect the director's job. Some trustees suggested that they could not evaluate day-to-day management of the library. Mike Durkay noted that evaluations are generally based on how well the director fulfills the terms of his or her job description. Peter noted that he his job description is essentially the one agreed upon by the trustees prior to the position being advertised. Several trustees felt that the job description identified several areas of activities, and that it was possible to identify if the director was actively engaged in these assigned areas.

It was noted that the director's contract also indicates that the evaluation should be based on the goals established by the Board of Library Trustees. It was unclear if this referred to goals established in the previous evaluation. It was also unclear to some trustees if this also included the goals and objectives established in the annual action plan adopted by the trustees. The general consensus was that the director should be evaluated based on personal goals and objectives established for him or her by the trustees.

Peter confirmed that his last increase was in July 2013, which trustees approved in April 2014. He said that a two percent (2%) increase was budgeted in the current fiscal year and in the next fiscal year. Peter said that since his contract specifies that the trustees can award an increase from 1% to 3 ½ %, the library has been allowed in recent years to budget an amount near the mid-point (i.e. 2%). Peter suggested that the trustees were required to approve the minimum increase of 1%. Mike Durkay said that he spoke with Bruce Alexander and that other department heads were receiving increases of 2%. Mike noted that the director's pay rate going forward would be subject of negotiation. He suggested that at this point, trustees needed to catch-up to get back on schedule. Mike suggested that a 2% increase would be appropriate. Sharon Connors moved that the recommend that Peter be given a 2% increase effective as of July 1, 2014, and Richard Perry seconded. There was no further discussion and the trustees approved unanimously.

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Library Director's contract – The trustees then continued the discussion of Peter's contract. Peter explained that he had written in an email to Mike Durkay that there was a provision within his contract for extending it ninety days if both parties mutually agreed. Peter said that after examining his contract more carefully, he found that it did not contain this provision. He apologized for the confusion. He said that it had been part of his previous contract and that he thought he included it in his current contract. Sharon Connors moved that the Board offer to extend Peter's contract ninety days while negotiations take place on a new contract, and Richard Perry seconded. There was no further discussion and the trustees approved unanimously. Mike Durkay asked Sharon Connors and Ann Caldwell to serve as a subcommittee of two trustees to review the director's contract and to make suggestions for changes. Both trustees agreed. Peter said that he would send the contract to them as a Word document.

**NEW BUSINESS**

Set fines & fees for FY 2016 – Peter recommended that the trustees adopt the schedule of fines and fees that he distributed at the meeting. He noted two minor changes from the existing, (1) the term e-book readers was changed to person electronic devices to reflect the wider range of items that may be borrowed from the library, and (2) fines for overdue electronic devices was changed from five dollars to two dollars per day. Sharon Connors moved that the recommended schedule be approved, and Richard Perry seconded. Peter said the amount of the fine for electronic items was reduced to get it more in-line with what some other libraries are charging. He was concerned that the high fine rate might discourage use. Mike Durkay asked if the fee for non-resident users needed to be changed. Peter explained that the formula for the non-residents charge was essentially the town's annual appropriation for library services by the total population of the town. This per capita amount has traditionally been rounded to the closest five dollars, for example, the fee is now \$65.00. There was no further discussion and the trustees voted unanimously to approve.

Approve disposal of surplus property in FY 2016 – The trustees annually reauthorize the library director to dispose of surplus property in the custody of the library. Peter noted that this was similar to the annual resolution passed at Town Meeting that authorized the Selectmen to dispose

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of town property. Sharon Connors moved that the recommend schedule be approved, and Richard Perry seconded. There was no further discussion and the trustees voted unanimously to approve.

Adopt a Planning Calendar for FY 2016 – The meeting packet contained a month by month listing of business items that the trustees should expect to address in the coming fiscal year. The trustees receive this “Planning Calendar” at the start of the fiscal year. It was noted that the heading had the wrong year. Peter said that he would fix that. He said that some of the policies scheduled for review might need to be changed, and that he would have a revised calendar ready for the next meeting.

**OTHER BUSINESS – None.**

**POLICY REVIEWS**

New Public Service Policy

Director recommends adoption of the draft distributed at the May meeting. Peter note that this was the fourth draft and it included some minor changes. Kathy Lussier moved that the new policy be approved, and Anne Caldwell seconded. Peter explained the purpose of the policy. There was some discussion about whether it was necessary to specifically name various classes of people in the non-discrimination section. Others felt that it was important as a matter of policy to identify persons who have historically been discriminated against and to go on the record as opposing such discrimination. There was no further discussion and the trustees voted unanimously to approve.

Circulation Policy – The library director recommended no changes and there was no further discussion.

**DIRECTOR’S REPORT** – The report for the May/June period was emailed to the trustees prior to the meeting. Peter also informed the trustees that he has jury duty on June 29 and 30. There were no comments or questions.

**TRUSTEE’S COMMENTS, CONCERNS & SUGGESTONS** - None

**NEXT MEETING & ADJOURN** –The trustee’s agreed to meet gain on Wednesday, July 15 at 6:00 p.m. A motion to adjourn was made at 7:50, which as accepted unanimously.

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**Documents Distributed At This Meeting**

1. Draft of the Minutes of the May 20, 2015 meeting.
2. Letter from the Guidance Department of Seekonk High School informing the Board of Library Trustees of their selection of Seth Holme to receive the Library Trustee's Award.
3. Material taken from the webpage, OML FAQ: Evaluations . Source: Attorney General of Massachusetts website, <http://www.mass.gov/ago/government-resources/open-meeting-law/oml-faqs/oml-faq-evals.html>, accessed on May 25, 2015.
4. A Proposed Schedule of Fines & Fees for FY 2016
5. Policy & Procedures for the Disposal of Surplus Library Policy
6. Proposed Planning Calendar for July 2015 to June 2016.
7. Current Customer Services Policy
8. Draft of a new Customer Services Policy
9. Library Director's Contract (Only to the chairman and the subcommittee appointed to review it)
10. Copies of a PowerPoint Presentation of Background Information on the Seekonk Public Library



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Approved on September 16, 2015

CALL TO ORDER— Chairperson Mike Durkay called the meeting to order at 6:03 p.m. The other Library Trustees present were Anne Caldwell, Lynn Cristino, Kathy Lussier and Richard Perry. Director Peter Fuller and Associate Director Sharon Fredette also attended.

APPROVAL OF MINUTES – The chairman asked for a motion to approve the minutes of the June 17 Meeting. Lynn Cristino so moved and Richard Perry seconded. Peter was out of the room when action was taken on the minutes of the May 20 Meeting. He asked if the Trustees could confirm who motioned for approval and if the minutes were actually approved. The consensus was that Sharon Connors had moved to accept the May 20 minutes, and Richard Perry had seconded. It was also agreed that the minutes were approved. There was not further discussion and the Trustees voted to approve the minutes as corrected.

#### REPORTS

Meadows Management Committee – Cheryl Faria, the committee chairperson was not present to report, but Peter congratulated her and the Seekonk Artist Network on the success of the Summer Solstice Celebration on the Meadows that took place on June 20. It appeared to him that more people attended than last year. The number of artists participating had definitely increased. The door count for that day was the second highest in the month of June. The library had also increased its participation in the event. Peter thanked Sharon Clarke in particular for arranging children’s activities. It was reported by two trustees that there was an issue with parking. Although a portion of the grassy area along Newman Avenue was designated for event parking, the trustees felt that access in and out of the area was difficult. Peter said that area was laid out by Dave Cabral, the Town Engineer. It should have accommodated twenty-seven vehicles, but in his opinion, parking that many requires a two person team to supervise the parking. The trustees recommended that this be addressed before the Bill Harley concert in August.

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Collective bargaining with Library Staff – Peter reported that have been no negotiating sessions since June, and that he does not know when the next one will be scheduled. He also reported making several suggestions to Mr. Cadime about contract language changes.

OLD BUSINESS

Library Director's performance evaluation – Mike Durkay thanked Lynn Cristino for sending out copies of a new performance evaluation form. He and several other trustees had positive comments about the form. Mike asked that the trustees who had not already done so, to fill out the form and to get it back to him as soon as possible. He said that he would like to perform the evaluation at the September meeting.

Library Director's contract – Ann Caldwell and Sharon Connors are reviewing the Peter's contract. Ann reported that they had received an electronic copy of the document, but that she and Sharon did not have the opportunity to confer on the specifics. Peter said that he planned to send Sharon and Ann some suggested new language, but had not yet done so.

Revised Planning Calendar -- Peter distributed a revised and corrected Planning Calendar to the Trustees. The calendar lists important events and deadlines that will occur in the coming year.

NEW BUSINESS

Funding for the Library Facilities Study – Peter reported that the Library Facilities Study Committee had selected the firm of STV/DPM of Newton to provide Owner's Project Management services. The fee for this service is anticipated to be approximately \$36,000. The Town had appropriated \$25,000 for the facilities study. The Mass. Board of Library Commissioners awarded the town another \$50,000, of which it has received \$40,000. Peter expressed a concern that there will not be sufficient funds to cover the costs of all of the engineering and architectural services. He suggested that Facilities Study Committee might approach the Trustees for additional funding. These funds could come from other state grant money under the control of the Trustees.

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UNANTICIPATED BUSINESS – None.

POLICY REVIEWS

Homebound Delivery Service – The staff recommended that no changes in the policy. There was a brief discussion about expanding access to this service. Lynn Cristino suggested that the Boy Scouts who deliver food for Doorways should be approached about delivering library materials as well. Peter said that he would pass this along to Michelle Gario who supervises the program.

DIRECTORS REPORT, JUNE/JULY – The report was emailed to the Trustees prior to meeting and copies were distributed at the meeting. There were no questions or comments.

TRUSTEE’S COMMENTS, CONCERNS & SUGGESTIONS – None.

NEXT MEETING & ADJOURN

Chairmen Mike Durkay polled the trustees about meeting in August, and the consensus was that they did not have to meet. The next meeting was set for Wednesday, September 16, 2015. The chairman then asked for a motion to adjourn. It was so moved and seconded simultaneously by several trustees, and the meeting adjourned at 7:10.

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**Call to Order**— Vice-chairperson Sharon Connors called the meeting to order at 6:05 p.m. The other Library Trustees present were Anne Caldwell, Lynn Cristino, Kathy Lussier and Cheryl Faria. Director Peter Fuller and Associate Director Sharon Fredette also attended. Mike Durkay arrived at 6:07 and assumed the role as chair.

**Approval of Minutes** – The chairman asked for a motion to approve the minutes of the July 15 Meeting. Anne Caldwell so moved and Lynn Cristino seconded. There was not further discussion of the minutes and the Trustees voted unanimously to approve the minutes as presented.

**Mail**

The trustees received requests to use the Meeting Room from *Support Schools 4 Seekonk* and the *Girl Scouts*. Peter said that both groups appeared to meet the criteria of the policy and he recommended approval. Hearing no objections, the chairman approved the request.

**Reports**

Meadows Management Committee – Cheryl Faria reported that the Master Gardener's would be doing a final clean-up of the garden before ending their season. She also reported that committee will soon begin planning the 2016 start of summer event on the Meadows.

Veteran's Memorial Project – Sharon Connors reported that she and Peter had met with Selectmen Mike Brady and David Andrade, and Selectman Dave Viera, who is chair of the Town's Veteran's Memorial Committee, and Bob DeFontes, who is vice-chair of the committee. Sharon reported that meeting was cordial and informative. The meeting was prompted by a concern about a proposed walkway connecting the memorial and the library parking lot. The proposed walkway would bisect a section of the property that the trustees think may be needed if the library is expanded. Mr. Defontes provided a schedule for constructing the memorial. According the schedule, the walkway would not be constructed until Aprils 2016. The Library Facilities Study Committee will have determined if this portion of the property is needed by the library use before spring. The consensus was that any action on the walkway could wait until the facilities committee has made its determination. David Andrade, who is an architect by profession, suggested that only a limited number of parking spaces could be added to the space in question. He suggested that developing parking behind the building would be far more cost effective. A copy of the schedule as well as plans for the memorial were included in the library trustee's meeting packet.

In her report on the plans of the veterans committee, Sharon mentioned that they were hoping to install a lawn irrigation system. Cheryl Faria noted that the Meadows committee had hoped to install a similar system for the Meadows and the library gardens. She asked if the two groups could work

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together on such an installation. After a brief discussion, Sharon agreed to email Dave Viera to explore that possibility.

Collective Bargaining with Library Staff – Peter reported that a state mediator was working with both parties to help move the negotiations forward. The management team [Town Administrator Shawn Cadime, Town Labor Counsel Joe Faire and Peter] and the representative of the union met separately at Town Hall on September 9. Peter briefly reviewed the outstanding issues and position of the management team. Peter said that another mediation session was scheduled for October 6, but that he was not optimistic about seeing an agreement any time soon. He said that if an agreement cannot be mediated at this stage, the union has the option of requesting formal fact finding and then non-bidding arbitration.

Building Facilities Study Committee – The Library Facilities Study Committee has finally contracted with the firm of STV|DPM to serve as Owner’s Project Manager for the building feasibility study. Peter distributed to the trustees a new timeline the entire construction grant process. He said that the next important step for the committee is to issue an RFQ for architectural/engineering services and engage an architectural firm that will coordinate the feasibility study and develop schematic designs.

### **Old Business**

Library Director’s Performance Evaluation & Contract – The trustees are working on the director’s evaluation. Mike Durkay said that he expect to have them done soon. He also asked if there was a way for the trustees to work on-line on a shared document. After a brief discussion, the consensus developed that the trustees should try Google Docs. Peter and Sharon said that they would set that up and notify the Trustees.

Some language in Peter’s contract still had to be finalized. The trustees had voted in July to extend Peter’s contract through September. Peter suggested that the trustees extend his contract through the end of the year to give them time to work out these details. Sharon Connor (?) moved to extend the Director’s contract through December 31, 2015 and Ann Caldwell seconded(?). There was no further discussion and the trustees voted unanimously to approve.

Recruit a new trustee for the Seekonk Library Trust – The library trustees do not have to recruit a new trustee for the Seekonk Library Trust. Peter reported that the Directors of the Friends of the Library had appointed Maurice Messier as a trustee of the Seekonk Library Trust to replace Frank DuVally, whose term had expired.

### **New Business**

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Review the FY 2015 Annual Report to the Town – A copy of the report was previously emailed to the trustees. Peter asked in his email that the trustees send him any comments or corrections because the deadline for submission was before the next meeting.

Review of the FY 2015 Action Plan – Peter gave a brief report on the progress that the library had made on its action plan in the previous fiscal year. He said that the library had reached most of its performance targets for all of the major objectives in the plan.

Recommended Changes for the FY 2016 – Peter distributed a summary of the proposed changes in the Action Plan for FY 2016. He described the major focus for the remainder of the current fiscal year as working to strengthen core services.

Review Capital Budget Request for FY 2016 – Peter distributed copies of the capital budget. He noted that he submitted two capital expenditure plans for the library. This first plan assumes that the building program would be moving forward, and the second assumes that it will not. Peter said that the most important need identified in the both plans for FY 2016 is the installation of an automatic entry door. The door proposal in the first budget is for \$7,500 to install a single entry door on the idea of those in use at Town Hall. This would be a cost effective interim solution to a long-standing problem. The proposal in the second budget is for approximately \$23,000. This proposal is essentially the same as the one submitted last year for two sets of automatic doors. This represents the optimal solution if the building is not renovate or expanded.

Programming at the Seekonk Public Library – Peter briefly discussed programming at the library and how he has asked the staff to approach programming. His key point was that programming needs to reflect the mission of the library. Although programs have some informational and educational value in their own right, the primary function of programs at SPL is to attract new users to wider range of services. Since programming represents a sizeable investment of professional staff, it is a comparatively expensive service. Programming is analogous to a “loss leader pricing strategy”, which is used by marketers. The library seeks to balance its programs in terms of quality and popular appeal. High attendance is not necessarily an indication of quality programs and some successful, innovative programs offered by the library have had only modest attendance.

Town’s By-law Study Committee – Peter reminded the trustees that the Selectmen had appointed a committee to study the town by-laws. He distributed copies of the sections of the by-laws pertaining to the library, and said that he would inform the trustees when the committee was to discuss these sections.

**Unanticipated Business** – None

**Policy Reviews** – None

**Director’s Report** – The Director’s report for July 15 to September 11 was mailed out previously to the trustees. Peter added the following to this report: (1) the library had hired Amy Rosa as a part-time

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librarian and she will start October 13, (2) Patty Marino was promoted from Page to Customer Services Associate and she will replace Kristin L'Heureux, and (3) the new library bookdrop was damaged slightly when it was hit by a vehicle and DPW is looking into how it can be repaired.

**Trustee's Comments** – None.

**Next Meeting and Adjournment** – The trustees decided to hold their next meeting on Wednesday, October 21 at 6:00 p.m. The chair asked for a motion to adjourn. Kathy Lussier (?) so moved and several trustees seconded. Those present voted unanimously to adjourn.

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**CALL TO ORDER** –Vice chairperson Sharon Connors called the meeting to order at 6:12 p.m. The other Library Trustees present were Anne Caldwell, Kathy Lussier and Cheryl Faria. Chairperson Mike Durkay arrived at 6:15 and assumed the role as chair. Director Peter Fuller and Associate Director Sharon Fredette also attended.

**APPROVAL OF MINUTES** -- Peter asked that consideration of the minutes be delayed until the next meeting. He was late writing them and Lynn Cristino the Secretary did not have a chance to review them. The trustees agreed with to put off discussing the minutes until the next meeting.

**REPORTS**

Meadows Management Committee -- Cheryl Faria reported that the 2016 Summer Solstice Celebration will be held on The Seekonk Meadows on Saturday, June 18. This will be the fifth annual celebration. Cheryl also reported that Sharon Connors had been in touch with Selectman Dave Viera, chairman of the veteran's committee about the possibility of working together to install an irrigation system that would serve water both the Veteran's Memorial and the Meadows. Cheryl said that the Selectmen contacted her right away and was positive about working together. Cheryl subsequently met with Joe Velardo, who is the volunteer project manager for constructing the memorial. She reported that Mr. Velardo was quite willing to work with the Meadows committee.

**OLD BUSINESS**

Library Director's Performance Evaluation & Contract – The trustees deferred action on these items to the next meeting.

Status of Capital Budget Request for FY 2016 – Peter reported that he received a response from Mr. Cadime to the trustee's question about the status of the capital budget. In his email, Mr. Cadime wrote that he was uncertain if capital budget items will be on the warrant for the Town Meeting in November. The Trustees then re-started a conversation from the previous meeting about the need to have an automatic door installed. All of the trustees agreed that making the building easily accessible was fundamentally necessary to fulfilling the mission of the library. The trustees also agreed that providing a suitable entry door was a basic building component and the town should incur the cost of this capital improvement expense. It was suggested at the previous meeting that the door could be installed using state grant [LIG/MEG] funds. Some trustees expressed a concern that should the library undertake this improvement, future capital improvement committees or selectmen will seek to place the burden of other improvements on the trustees. The consensus was that the emergency door was such a demonstrative need and that it needed to be installed as soon as possible. The Trustees agreed that they should make an exception in this case and use state grant funds to install the door. The chairman asked for a motion to expend an amount not to exceed \$7,500 from available state grant funds to install



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an automatic entry door. Sharon Connor so moved and Ann Caldwell seconded. There was no further discussion and the motion passed unanimously.

Collective Bargaining Agreement with Library Staff –Peter provided a brief update on the contract negotiations between the town and the library staff association. A state mediator met with both side at Town Hall on October 6. Joseph Faire, the town’s labor counsel and Peter were present to advise Mr. Cadime. He summarized the major points of disagreement. Peter said that he was not optimistic about having the contract settled any time soon.

Joint Meeting with Other Library Groups – Peter asked if the Trustees were open to a meeting with the Directors of the Friends of the Library, Library Trust and the Library Facilities Study Committee [LFSC] to discuss issues library the building program. Peter said that by January the LFSC should be at the point of making critical decisions that will require public input. Mike Durkay noted that this would be a good opportunity for the groups to discuss their respective roles as the project moved forward. The consensus was that such a meeting should take place. Peter said that he would approach the other groups about such a meeting.

**NEW BUSINESS**

FY 2017 Action Plan – Peter presented the major themes that will guide the implementation of the FY 2017 Action Plan. He said that the library had made significant improvements and has developed a solid base on which to build its services. He noted that it was important to maintain that service infrastructure by upgrading equipment and systems and developing the staff. Peter said that he did not anticipate any new service initiatives in FY 2017 because the staff would be actively engaged in the building project. Although the focus will be on existing services, he said that the library needed to remain alert for opportunities to improve. Peter said that we would know in June 2016 if the library building project will move forward. This decision will largely determine the course of library activities in FY 2017.

Appoint Mari Ann Oliveira as a Trustee of the Seekonk Library Trust

Peter asked the trustees to re-appoint Mari Ann Oliveira as a Trustee of the Seekonk Library Trust. This will be her second five year term. He said the Mari Ann’s leadership was particularly important because four of the seven members of the current board of trustees have served less than a year. Cheryl Faria so moved and Sharon Connors seconded. Peter said the Mari Ann was a great asset to the Library Trust. There was no further discussion and the motion passed unanimously.

Expenditure of State Grant Funds

Peter asked that the trustee postpone the discussion of the upgrading the video security upgrade and display shelving until next meeting. The trustees agreed to do so.

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**UNANTICIPATED BUSINESS** [Items that could not be reasonably anticipated by the chairperson more than 48 hours in advance of the meeting.]

Peter also reported that he like to try to open the library the Friday after Thanksgiving if he could find staff people who were willing to volunteer to work. He said that this would be an experiment to gauge demand. He noted that many other public libraries are open and comparatively busy on that day. Peter said that this was not a budgeted expense, so he would like to open with a limited staff. He said this would also be an opportunity for some staff people to make up hours they lost when the library is closed. [People who work less than twenty hours , do not receive paid time off.]

Peter asked that the trustee that he be given the option of closing the library at 5:00 p.m. on November 24, the Wednesday before Thanksgiving. He said that recent history indicates that this evening is not particularly busy. Peter said that closing on Wednesday might be perceived as a goodwill gesture because closing at noon the Wednesday before Thanksgiving had been of the staff's contract proposal. The trustees expressed a concern that this might be seen as setting a precedent. Peter said that he would make clear that this experimental and not being done in response to negotiations. Peter said that the early closing might inspire a more positive response on opening Friday and that he would like to offer that incentive if the staff felt it was important. Peter was asked if this would impact other holidays because the Christmas and New Year holidays fall on Friday. Peter said that this closing was unrelated and did not anticipate closing on the Saturday after the holidays. Other trustees were concerned about the public receiving adequate notice about the closing. Peter said that he expect to make the decision soon because it needed to be part of the November schedule. He said the monthly schedule is usually released a week before the start of the month. The closing would be announced in the monthly newsletter, which should come out on the first. Kathy Lussier moved to give the library director be allowed to decide before the end of the month (October 31) if the library should close at 5:00 p.m. on the Wednesday before Thanksgiving (November 24). Ann Caldwell seconded. There was no further discussion and the motion passed unanimously.

**LIBRARY POLICY REVIEWS**

Patron Records – The staff recommended that no changes be made at this time, and there was no further discussion.

Collection Development Policy -- Peter requested that the trustees postpone discussion of this policy. The library has recently implemented some changes in its selection process and the staff would like to see modifications to the policy to reflect the new procedures.

**DIRECTORS REPORT** – Peter distributed copies of the director's report and went through the major items. There were no comments or questions.

**NEXT MEETING & ADJOURN**

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The next meeting was set for Wednesday, November 18. The chair asked for a motion to adjourn. Sharon Connors so moved and several trustees simultaneously seconded the motion. The trustees then vote unanimously to adjourn.

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CALL TO ORDER

Vice-chairperson Sharon Connors called the meeting to order at 6:00 p.m. The other Library Trustees present were Anne Caldwell, Lynn Cristino, Kathy Lussier and Richard Perry. Trustees Cheryl Faria and Mike Durkay had informed the Board prior to the meeting that they were unable to attend. Director Peter Fuller and Associate Director Sharon Fredette also attended.

APPROVAL OF MINUTES

Copies of the minutes from the September 23, 2015 and October 21, 2015 were emailed to the Trustees prior to the meeting. The chairperson asked for a motion to approve the September minutes. Lynn Cristino so moved and Anne Caldwell seconded. No changes were requested and the minutes were approved by an unanimous vote. The chairperson noted that there were not four trustees present who were also at the October meeting. The trustees agreed to defer action on these minutes until the December meeting.

MAIL & OTHER COMMUNICATIONS – The Trustees received a letter from the MBLC confirming that the library has been certified as meeting state standards. The Trustees also received a letter from the MBLC confirming the award of \$ 12, 272 as the first payment in state aid.

REPORTS

Meadows Management Committee – No report.

Meeting with Town Bylaw Committee -- Richard Perry and Peter Fuller reported that they had met with the Town Bylaw Study Committee on Tuesday, November 3. They explained the purpose of the bylaw for the Smart Library Trust and Meadows Committee. The committee seemed to understand the purpose of, and need for these two by-laws. There was one question about the policy-making decisions of the Board as it related to the Meadows, and how these policies might impact the town. He also reported that the by-law committee appeared to be puzzled by why there is not a separate bylaw for the entire Board of Library Trustees. Peter suggested to the committee that it was probably not needed since the organization of the Board is covered in the Town Charter and the authority is broadly defined in MGL C-78. Peter also offered that the consensus among the trustees seems to be that the present system works well and doesn't need to be improved upon. He suggested to the committee that the trustees didn't feel it necessary to add new language in the By-laws.

OLD BUSINESS

Performance Evaluation & Contract for Library Director – The trustees agreed to defer action on these minutes until the December meeting. Peter Fuller had no objections.

**Commented [1]:** Should we say why (we didn't have materials)?

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Holiday closings – Peter Fuller reported that he had sought volunteers to work the day after Thanksgiving. The plan was to open with a reduced staff of Peter, Sharon and three customer services associates. This was being done as an experiment to test the demand for service on that day. It was also an opportunity for part-time people who don't receive paid time off to make-up some of their hours. There were no volunteers so the library will be closed the Friday after Thanksgiving. The library will also be closing at 5:00 p.m. the Wednesday before Thanksgiving. This has traditionally been an exceptionally slow evening.

Commented [2]: Do we not acknowledge grievances?

Expenditure of State Grant Funds for display shelving – The library wishes to purchase from LIG/MEG grant funds two mobile display units to use in the “market area” of the library. The current display space for new materials is inadequate and the new mobile units will increase the number of items displayed without occupied too much additional floor space. Sharon Fredette said that the two units will cost approximately twelve hundred dollars. The chairperson asked for a motion to approve the expenditure of an amount not to exceed \$1,300 to purchase the display shelving from LIG/MEG funds. Richard Perry so moved and Anne Caldwell seconded. Several trustees asked about the style of the displays and their placement in the library. Sharon said that these would be one-side and mobile like the existing display units. There was general agreement that these were effective displays. There was no further discussion and the motion was approved unanimously.

NEW BUSINESS

Planning for the FY 2017 operating budget – Peter presented some factors that will affect the development of the FY 2017 operating budget. He said that the current FY 2016 budget is \$933,155 and that the target minimum expenditure needed to retain state certification was \$910,200. Peter explained that this figure was calculated assuming that the 2% wage increase for union employees will be applied to both FY 2015 and FY 2016. Other known increase will be in the SAILS network assessment, and computer network maintenance. There are also some equipment needs that need to be addressed. The state standards for materials expenditures in 15% of a library's total expenditures, so there will be a slight increase in materials budget. Peter did not see a major change in personnel expenditures unless a full-time person left or retired. If that were to happen, the library might have an opportunity to reorganize. Peter said that a major priority item is increasing the number of days the cleaning service is here. The service is currently here three days a week and he would like to see that increased to five days. The cleaning service is paid from a line item in the public works budget.

UNANTICIPATED BUSINESS [Items that could not be reasonably anticipated by the chairperson more than 48 hours in advance of the meeting.] – None.

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LIBRARY POLICY REVIEWS

Policy on Soliciting on Library Property – A draft of proposed changes to the policy was emailed to the trustees prior to the meeting. Peter Fuller said that he recently received a request from a local resident to solicit signatures for a ballot initiative in the library lobby. Based on our current Soliciting Policy, he denied the request. The person cited MGL and said that she had a right to solicit signatures on ballot questions. She immediately suggested that she would do this in the parking lot. Peter said OK as long as she didn't interfere with traffic. After reviewing the law and an advisory from the Office of the Secretary of State, it seems highly questionable if we can prevent anyone from soliciting signatures of petitions designed to place a person or question on the ballot. The lone caveat appears to be that it must be done in a "reasonable and unobtrusive manner." Peter said the implication is that these terms may be defined by "reasonable" rules. The revised policy provides for the creation of such rules. Peter thinks that these changes will bring our policy into legal compliance and still allow us a modicum of control.

Discussion:

An opinion was expressed that some people advocating for a ballot initiative might be over zealous. It was asked if the right to petition supersedes another person's right to be undisturbed. Peter said that in public places where people chose to visit, the courts generally come down on the side of free speech, particularly if it is a political activity. Some trustees expressed the concern that the library would not be able to protect library users from being bothered or harassed by petitioners. Peter said that petitioners would be subject to rules established by the library and that the policy allowed the director to establish these rules. Sharon Fredette noted that petitioners would also be subject to library's behavior policy. There was also a concern that the library could not fulfill that part of its mission to create a relaxed atmosphere where people might use the library undisturbed. Other trustees expressed that opinion that part of the library's mission was to promote civil discourse, inform voters on important issue, and encourage citizen participation in public affairs. Peter suggested that he draft some sample rules for the trustees to consider before discussing the issue further, and the trustees agreed that would be a good idea. Further discussion on the policy was deferred until the rules were ready.

DIRECTORS REPORT – Copies of the Director's Report were emailed to the trustees prior to the meeting. There were no questions or comments.

TRUSTEE'S COMMENTS, CONCERNS & SUGGESTIONS -- None

NEXT MEETING & ADJOURN -- The chairperson asked if there were any items that the trustees wished to add to the agenda for the next meeting other than the October Minutes and the Soliciting Policy.

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There were none. The next meeting was set for Wednesday, December 16. The chair asked for a motion to adjourn. Lynn Cristino so moved and several trustees simultaneously seconded the motion. The trustees then vote unanimously to adjourn at 6:50 p.m.

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CALL TO ORDER

Chairperson Mike Durkay called the meeting to order at 6:08 p.m. The other members of the library Trustees present were Anne Caldwell, Sharon Connors, Lynn Cristino, and Cheryl Faria. Kathy Lussier arrived at 6:20 and was recognized. Library Director Peter Fuller also attended.

APPROVAL OF MINUTES

The trustees consulted the minutes and determined that four trustees (a quorum) who had attended the November meeting were not present at this meeting. Since Kathy Lussier had indicated previously that she may be late, the chairman announced that the November minutes would be discussed later in the meeting.

The chairman asked that someone who attended the October meeting to move that the minutes of the October meeting be approve. Anne Caldwell so moved and Lynn Cristino seconded. There was not further discussion of the minutes and the Trustees voted unanimously to approve the minutes as presented.

The Board returned to the discussion of the minutes at 6:55. The chairman asked that someone who attended the November meeting to move that the minutes of that meeting be approved. Sharon Connors so moved and Anne Caldwell seconded. There was not further discussion of the minutes and the Trustees voted unanimously to approve the minutes as presented.

MAIL & OTHER COMMUNICATIONS

Peter distributed a memo from the Town Clerk's Office about the state required training in the Conflict of Interest law. He also distributed a document titled, *Summary of the Conflict of Interest Law for Municipal Employees*. For the purposes of the law, appointed and elected officials are considered municipal employees. All of the trustees present at the meeting signed the form indicating that they had received this document. Peter pointed out that the trustees will have to take an on-line training course on the Conflict of Interest Law. He said that the trustees should print out a copy of the certificate that indicated they had completed the training. He asked that they send Maureen Mecketsy a copy of the certificate because she was coordinated the collection of the documentation for the library.

REPORTS



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Library Facilities Study Committee [LFSC] Presentation – Anne Miller, the chairperson and Jackie Proulx represented the committee. Anne Miller gave the trustees a brief update on the activities of the LFSC. She reported that the committee was on the verge of hiring Tappe Architects to oversee the feasibility study and schematic design work. Tappe and the OPM are confident that they will have a proposal ready for action at the June 2016 Financial Town Meeting. Anne and Jackie discuss the reason for hiring Tappe. They reported that Tappe had work with scores of libraries in Massachusetts and that their designs enjoyed a national reputation. They went on to explain that both the services of the Owner’s Project Manager (OPM) and those of the architect were far more expensive than anticipated. The library facilities study originally had a budget of \$79,000. This included \$25,000 from the town, \$50,000 from the MBLC planning grant, and \$4,000 from the LIG/MEG state grant fund. The projected fee for architectural services alone are \$70,000. Peter distributed a chart that showed the projected income and expenditures for the facilities study. He projected the total cost to be approximately \$146,000. Peter said at this point there were too many variables to accurately predict how much of the budget will be expended by the end of the fiscal year on June 30, 2016. The LFSC anticipate some additional design and consulting work will be needed after July 1, 2016 in order to submit a construction grant request to the MBLC in December 2016. The committee plans to request some additional funding at the spring town meeting for these additional expenses. In the meanwhile, the town cannot enter into a contract with Tappe without having funds appropriated for the purpose. The LFSC asked the Board of Library Trustees to appropriate \$67,000 from the LIG/MEG state grant fund for the study. The commitment of these LIG/MEG funds would allow the Town to contract with Tappe and other consultants to obtain the services needed by the end of the current fiscal year. Peter said that there was approximately \$80,000 unencumbered in the LIG/MEG grant account. This fund was allowed to build-up in anticipation of it being spent for furnishing and equipment in the newly renovated library. The chairperson thanked Anne and Jackie for their report and said that the trustees would take up the committee’s request later in the meeting.

Meadows Management Committee – Cheryl Faria reported that she had asked Peter to inquire of DPW if the lawn irrigation system could be extended. After discussing the issue with Dave Miller, Peter reported that Dave thought DPW could extend the system in the spring.

The chairman asked to return to agenda item 2, the approval of the minutes.

OLD BUSINESS

Performance Evaluation & Contract for Library Director – Mike Durkay reported that the evaluation of the director’s performance was not available for that evening. The trustees agreed

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to take it up at the next meeting. Peter said that he had sent language changes in his contract to Sharon Connors and Anne Caldwell, who were serving as the trustees' subcommittee to review the contract. Sharon reported that the changes were consistent with those suggested by the trustees at an earlier meeting. Sharon and Anne said that they were satisfied with contract language. Mike Durkay asked about the term of the agreement and if the schedule for reviewing the director's performance. Peter said that the contract would be effective as of July 1, 2016 so the schedule was not affected. The chairman then asked for a motion to accept the contract. Sharon Connors so moved, and Anne Caldwell seconded. There was no further discussion and the motion was approved unanimously.

Draft of the FY 2017 Budget – Peter distributed a packet of materials that explained the proposed operating budget request for fiscal year 2017. The total amount requested was \$966.601, which is approximately \$33,500 or 3.6% more than the FY 2016 appropriation. Peter said that the budget did reflect the 2% wage increase that the Town has already offered the staff covered under the collective bargaining agreement. The budget did not include funds for any retroactive pay increases. Peter said that these should be handled by a special supplemental appropriation. The budget also includes additional funds to bring the pay rate of two employees up to that of Massachusetts Minimum Wage. The budget also reflects the pay upgrade for staff librarians. Funds for this purpose were budgeted in FY 2016 but the upgrades have not yet been implemented. The other significant increases in the budget request were to cover the higher cost of SAILS network assessment and the additional costs associated with computer network maintenance and upgrading the library's web page.

The chairman asked for a motion to adopt the budget request for FY 2017 and to submit it to the Town Administrator. Kathy Lussier so moved and Lynn Cristino seconded. The trustees had several questions about the amounts requested in the personnel lines to pay the minimum wage. Peter said that cities and town were not required to pay the minimum wage. Formal action by the Board of Selectmen is required to adopt paying the minimum wage as a matter of town policy. Peter felt that including the amount in the budget would be a way to achieve the desired result without the selectmen formally adopting the minimum wage.

The trustees also questioned the advisability of moving ahead with upgrading the staff librarians pay rates outside of the collective bargaining process, which is currently on-going. Peter noted that the position of the staff union was that these increases had to be included in the collective bargaining process. Peter presented information to show that Seekonk was not paying a competitive rate to its staff librarians. This made it difficult to recruit and retain the skill professionals who were the principal providers of many core library services. He felt that this was a management problem and the solution needed to be initiated by management. Peter said

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that the intent is to work with the union to implement the change, but he did not think the union could be relied upon to initiate action. A trustee pointed out that this proposal was included in the current operating budget, and suggested it should be left in current budget proposal. There was no further discussion and chairman called for a vote. The motion was approved unanimously.

NEW BUSINESS

Library Facilities Study Committee Request – The chairman asked for a motion to approved the expenditure of \$66,000 LIG/MEG funds so that the trustees could discuss the request from the Library Facilities Study Committee [LFSC]. Kathy Lussier so moved and Sharon Connor seconded.

The trustees asked Peter to explain why the budget projection was so far off. Peter said that he relied on the information provided by the MBLC. He said that in assembling the planning grant program, the MBLC had anticipated that \$75,000 would be adequate to cover all of the needed services. Peter also said that he received an estimate of from Finegold Alexander of \$60,000 for architectural fees, but he had erroneously assumed that this included engineering and other professional services. This is why the budget project was so far off.

Several trustees suggested that the LFSC should ask that funds be appropriated at the town meeting to completely reimburse the LIG/MEG fund. These trustees felt that the facilities study should be an expense shouldered by the Town. They regarded any such appropriation as a “loan” to the town. Peter was asked if that was his understanding of the LFSC proposal. He said that LFSC had only expected to seek funding for expenditures moving forward, presumably after the Town had accepted the design and given approval to apply for the construction grant. When discussing this issue with members of the committee, they expressed the feeling that it would be easier to add funding for equipment and furnishing to the final construction request than to request additional funding at the spring town meeting. Peter said that he did not anticipate spending the entire amount appropriated by the trustees, but just enough to carry the study/design process through the current fiscal year. This alternate plan would require commitment of the entire \$67,000. Some trustees expressed the opinion that seeking and obtaining a supplemental appropriation at the spring town meeting would indicate town support for the project. This financial commitment might enhance the chances of obtaining a construction grant.

The chairman asked Kathy and Sharon if they would be willing to amend their motion to include (1) that the appropriation in the amount not to exceed \$67,000 and (2) that the appropriation would be contingent on the signing of a contract with Tappe. Both trustees agreed to the

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change and the motion was amended. There was no further discussion and the chairman called for a vote. The motion as amended was approved unanimously.

LIBRARY POLICY REVIEWS

Policy on Soliciting at the Library – Peter requested that the discussion of this policy be postponed. The trustees had asked at the previous meeting to see rules and procedures to implement this policy. Peter said that he and the staff were occupied with other problems and that he did not get to write-up these procedures and rules. Peter said that he hopes to have them for the next meeting.

UNANTICIPATED BUSINESS [Items that could not be reasonably anticipated by the chairperson more than 48 hours in advance of the meeting.] – None.

DIRECTORS REPORT – The trustees received the report prior to the meeting. There was some discussion about the development of the library mobile app, which was mentioned in the report. Both Kathy Lussier and Anne Caldwell suggested that there was still some resistance to the use of apps. Kathy felt that both apps and browsers will be used in tandem for the foreseeable future. Peter said that SPL is hoping that the development will go forward in cooperation with the SAIL network, and that this may lower the development cost.

TRUSTEE'S COMMENTS, CONCERNS & SUGGESTIONS – None.

NEXT MEETING & ADJOURNMENT -- The next meeting was set for Wednesday, January 20, 2016. The chair asked for a motion to adjourn. Sharon Connors so moved, and Lynn Cristino seconded the motion. The trustees then vote unanimously to adjourn at 6:50 p.m.