

Board of Library Trustees Meeting

Minutes of the Meeting on January 20, 2016

CALL TO ORDER -- Mike Durkay called the meeting to order at 6:00. Other trustees attending were Ann Caldwell Lynn Cristino, Cheryl Faria and Kathy Lussier. Library Director Peter Fuller and Associate Director Sharon Fredette also attended.

MINUTES – The Chairman asked everyone to take a minute to review the minutes of the previous meeting and then asked for a motion to approve the minutes. Ann Caldwell so moved and Lynn Cristino seconded. No additions or corrections were suggested, and the minutes were then approved by a unanimous vote.

MAIL & OTHER COMMUNICATIONS – None.

REPORTS

Library Facilities Study – Peter reported that the Library Facilities Study Committee met on January 14. The study committee is grateful for the support and commitment of funds to keep the study process moving forward.

Meadows Management Committee – No report.

Veteran’s Memorial Update – No report.

OLD BUSINESS

FY 2017 Budget – Peter distributed copies of the budget work sheets that were prepared for the Town Administrator. He noted that the bottom line increased slightly from what was approved by the Board of Trustees at their December meeting. The increase was the result of a recalculation of anticipated personnel increases.

Evaluating Director’s Performance – Mike Durkay reported that the evaluation was not available that evening. Because the evaluation process was several months behind schedule, Mike asked the trustees and Peter if it would be acceptable to restart the process based on the current fiscal year. In this revised schedule, the trustees in July 2016 for would evaluate Peter’s performance in the prior fiscal year [July 1, 2015 to June 30, 2016]. This would get the entire process back on schedule and allow the trustees to use the new evaluation form that was adopted last fall. Peter and the trustees present were agreeable to the change in the schedule.

6. NEW BUSINESS

Public Meeting on Feb. 2 with Tappe Architects – Peter reported that the Library Facilities Study Committee and Tappe Architects would be hosting a public information session on February 2. This would be the public’s first opportunity to meet the design team from Tappe and to hear from the architects about the feasibility study and design process. Peter said that letters of

Board of Library Trustees Meeting

Minutes of the Meeting on January 20, 2016

invitation were being sent to all members of town boards and committees. Mike Durkay suggest that personal invitation from the Board of Library Trustees to the Board of Selectmen might be a good idea. After a brief discussion, the consensus was that such an invitation from one board to another would be a good idea.

Candidates for Board of Library Trustees – Mike Durkay and Ann Caldwell have decided to run for re-election to the Board. Richard Perry has decided not to run for re-election, which leaves an opening on the Board. Peter said that some people have expressed an interest but have not made a specific commitment. Mike Durkay ask the trustees to help recruit candidates, and offered to speak with anyone who might interested in serving.

7. LIBRARY POLICY REVIEWS

Policy on Soliciting on Library Property – Peter asked that discussion and consideration of this item be delayed because Sharon Connors was absent and she had expressed concerns about the policy change at a previous meeting. After a brief discussion, the consensus was that the discussion should be postponed.

Appealing a Loss or Denial of Services – No changes in this policy were recommended. Peter said that the policy affords a certain amount of due process and allows the trustees to review and reconsider actions taken by the staff. Without the policy, the next level of appeal may be the courts. Mike Durkay asked how often people are denied service as a result of violating policy. Peter said that it was a rare and usually involved ejecting people from the library. He said that another form of denial involved use of the meeting rooms and display space. This is become more common due to the increase competition among community groups for this limited space.

UNANTICIPATED BUSINESS – None

DIRECTORS REPORT – The Director's monthly report was emailed to the trustees prior to the meeting. Peter did have several additional items including, Patty Marino's leaving to become the secretary of the veteran's agent and an upcoming meeting between the Town and the library union with a state appointed fact finder. Both the monthly report and the addendum are attached.

TRUSTEE'S COMMENTS, CONCERNS & SUGGESTIONS -- None

NEXT MEETING & ADJOURNMENT -- The trustees agreed to hold their next meeting on Wednesday, February 17 at 6:00 p.m. The chairman asked for a motion to adjourn. Lynn Cristino so moved and several trustees simultaneously seconded. The meeting was adjourned at 6:55.

Board of Library Trustees Meeting

Minutes of the Meeting on January 20, 2016

DOCUMENTS DSTRIBUTED AT THIS MEETING.

- (1) Draft of the Minutes of the December meeting
- (2) FY 2017 Operating Budget Request
- (3) Copies of the Policy on the Right to Appeals a Loss of Services
- (4) Director's monthly report with addendum

Minutes of the Meeting on February 17, 2016

Approved at the Meeting on March 16, 2016

Mike Durkay called the meeting to order at 6:00. Other trustees attending were Ann Caldwell, Sharon Connors, Lynn Cristino, Cheryl Faria and Kathy Lussier. Library Director Peter Fuller and Associate Director Sharon Fredette also attended.

2. **APPROVAL OF MINUTES [Sent with the Agenda]** – Discussion & Vote

The Chairman asked everyone to take a minute to review the minutes of the previous meeting and then asked for a motion to approve the minutes. Anne Caldwell so moved and Sharon Connors seconded. No additions or corrections were suggested, and the minutes were then approved by a unanimous vote.

3. **MAIL & OTHER COMMUNICATIONS** -- Meeting room request from the Seekonk Youth Lacrosse Association. Brought the attention of the Board because this is a new organization and a first time request. Peter recommend approval. The chairman asked for comments. Hearing none objections, he approved the request.

4. **REPORTS**

A. Library Facilities Study – Peter thank everyone who attended the public meeting on February 2 and said the LFSC greatly appreciated the support. About 60 people attended the meeting. Peter distributed the committee’s work plan, which outlines the tasks needed to be done and when they should be completed. Peter estimated that the LFSC was about two months behind, and moving the FTM to May further compresses that schedule. He reported that the second community meeting with the architects will be held Wednesday, March 3. At that time, the design team should be discussing site issues.

B. Meadows Management Committee – The Meadows Summer Kickoff Event will be help on Saturday, June 18.

C. Veteran’s Memorial Update – Peter said that according to the schedule, construction should restart on April 8. The Veteran’s Committee is still hoping to have a dedication ceremony following the Memorial Day parade.

D. Seekonk Library Trust – The New Century Fund campaign raised just over \$8,000. The Trust is soliciting nomination for the St. Hilaire Public Service Award.

Minutes of the Meeting on February 17, 2016

Approved at the Meeting on March 16, 2016

5. OLD BUSINESS

A. Report on the Status of FY 2017 Budget Request – The library budget received a hearing before the Finance Committee on February 16. Peter told the FinCom that he had not yet met with Mr. Cadime about the budget. Some of the requested increases in the library budget pertain to personnel issues that Mr. Cadime will have to administer. Mr. Cadime may wish to approach funding these changes outside the regular budget process, and consequently, he may ask that the trustees consider some modifications in their request.

B. Review progress on Long-range Plan – Peter gave the trustees a mid-year report on progress being made on the library's long-range plan. The plan covers fiscal years 2014 through 2017. It has four major goals, thirty-four objectives and sixty-three outcomes or performance targets. Peter said that the library has met eight of the targets but has also dropped eight from active consideration. Forty-seven outcome targets are being actively pursued. The library is on track to attain twenty-four of the desired outcomes but is behind on other twenty-three. The timeframe for completing many of the targets in this latter group is the end of fiscal year 2017, next June. Both Peter and Sharon said that they were pleased overall with the progress being made.

6. NEW BUSINESS

A. Review the timeline for the building project and the implications for library operations – Peter observed that some people were surprised when they heard that the library might greatly reduce services or move temporarily or do both if the current building is to be renovated and expanded. Peter said that it would be nearly impossible to operate the library from this site during a major renovation.

B. Extend an invitation to the candidate(s) for library trustee to attend your March meeting – Peter said that he was aware of just three candidates filing papers to run for the Board of Library Trustees. Mike Durkay and Anne Caldwell are running for re-election and Alyssa Richard is running to replace Richard Perry, who decided not to run again. Peter thanked Anne and Mike for their willingness to serve again. He also asked if the Board wished to invite Alyssa to their March meeting, which has been their practice when new people were coming on the Board. The trustees agreed that the invitation should be made.

C. Planning to meet long-term staffing needs of the library – Peter and Sharon brought up several issues that pertained to the long-term staff needs of the library. One of the long-term objectives of the administrators is to develop the leadership capacity of the library's younger librarians on staff since we hope that they will continue to work here. Peter also pointed out

Minutes of the Meeting on February 17, 2016

Approved at the Meeting on March 16, 2016

that retirements and other staff changes may present the library with an opportunity to reorganize its current structure. Both Sharon and Peter felt that this needs to be an on-going discussion over the next year as the library prepares to transition to a new facility.

7. LIBRARY POLICY REVIEWS

A. Policy & Procedures on Soliciting on Library Property– Discussion & Vote

The trustees had previously discussed the proposed changes in the policy that were designed to allow people to solicit signatures on nomination papers and petitions for ballot initiatives. Since Mass law protects people’s right to solicit signatures on such petitions. These change would bring the policy into compliance with current law. Some trustees had expressed reservations about enforcing the policy. Prior to the meeting, Peter sent a draft of some standard operating procedures [SOPs] that would guide the enforcement of the policy as amended. Kathy Lussier moved that the policy be amended as presented and Anne Caldwell seconded. Peter said that the SOPs basically rely on the existing policy on proper behavior in the library. He said that he felt some of it to be excessive and it will probably require further modification. There were some minor corrections suggested in the text of the SOPs, and the trustees then voted unanimously to approve the policy changes.

B. Policy on Behavior in the Library [No changes recommended] – There were no questions or discussion

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

9. DIRECTOR’S REPORT [Sent with Agenda] – Peter had sent the trustees a copy of his report prior to the meeting. There were no questions or discussions.

10. TRUSTEE’S COMMENTS, CONCERNS & SUGGESTIONS – None.

11. NEXT MEETING & ADJOURNMENT

The trustees agreed to hold their next meeting on Wednesday, March 16 at 6:00 p.m. The chairman asked for a motion to adjourn. Sharon Connors so moved and several trustees simultaneously seconded. The meeting was adjourned at 7:25.

Board of Library Trustees
Minutes of the March 16, 2016 Meeting

Approved on May 18, 2016

Mike Durkay called the meeting to order at 6:06. Other trustees attending were Ann Caldwell, Sharon Connors, Cheryl Faria and Kathy Lussier. Alyssa Richard, a candidate for the Board, Library Director Peter Fuller and Associate Director Sharon Fredette also attended.

2. APPROVAL OF MINUTES – The Chairman asked everyone to take a minute to review the minutes of the previous meeting and then asked for a motion to approve the minutes. Anne Caldwell so moved and Cheryl Farias seconded. No additions or corrections were suggested, and the minutes were then approved unanimously.

3. MAIL & OTHER COMMUNICATIONS – There was a meeting room request from the local Democratic Party to use the meeting room on Saturday, March 26. Peter recommended approving the request. He said the meeting would be open to the public and fell within the scope of the mission of the library. He also noted that the Republican Town Committee had met at the library in the past. There were no questions or objections, so permission to use the room will be granted.

The trustees received copies of a letter from the Seekonk Public Library Employee Association which was addressed to the Board of Library Trustees. A copy was also sent to Chairman Mike Durkay. Peter said that he also forwarded a copy of the letter to Shawn Cadime, the Town Administrator because he is the chief negotiator for the town. There was a brief discussion among the trustees of the contents of the letter and how to respond. Most of the trustees felt that it was inappropriate to send such a letter on the eve of scheduled Fact Finding session with the state mediator. Some trustees were also disturbed by what they perceived to be a confrontational tone in the last paragraph. During the discussion, a consensus developed on several points, (1) the Trustees should maintain their long-standing policy of not interjecting themselves into the collective bargaining negotiations, (2) the trustees should not take a public position on any aspects of the negotiations, and (3) responding to the staff letter would be contrary the first two points. No further action was taken on the letter.

4. REPORTS

Meadows Management Committee – Cheryl Faria reported on the planned Meadows Summer Kickoff Event, which will be held on Saturday, June 18. The rain date for the event is Sunday, June 19. Cheryl also reported that the events will run into the early evening this year. In past year, the celebration ended at 5:00 p.m. Cheryl said that everything was going smoothly and she expected that more people will participate this year.

Library Facilities Study – Peter reported that about 60 people attended the public meeting with the library design team from Tappe Architects. Library Facilities Study Committee [LFSC] was pleased by the active participation of those attending. Jeff Hoover from Tappe also gave a brief overview on the site selection process. The LFSC was considering two sites, the library's current

Board of Library Trustees
Minutes of the March 16, 2016 Meeting

Approved on May 18, 2016

location at 410 Newman Avenue and an alternate location at the site of the Pleasant Street School. The LFSC met again on March 10 and at this meeting they decided to focus solely on the library's current location. The committee has asked the design team to develop three-types of conceptual designs for 410 Newman Avenue. These will be presented and discussed at the next public meeting on March 29.

Veteran's Memorial Update – Peter reported that the Veteran's Committee is planning to have a dedication ceremony following the Memorial Day parade on Saturday, May 28.

5. EXECUTIVE SESSION

The library director requested that the Board enter into Executive Session per MGL c30A s21 (3) so that he could discuss the current strategies of the Town with respect to collective bargaining with the Library Staff Association. Cheryl Faria so moved and Sharon Connors seconded. A roll call vote followed with Ann Caldwell, Sharon Connors, Cheryl Faria, Kathy Lussier and Mike Durkay voting in the affirmative. Alyssa Richard excused herself from the meeting, and the Board entered into Executive Session at 6:25.

At 6:45, Sharon Connors motioned that the Board return to open session. Anne Caldwell seconded. A roll call vote followed with Ann Caldwell, Sharon Connors, Cheryl Faria, Kathy Lussier and Mike Durkay voting in the affirmative and the Board returned to open session.

6. OLD BUSINESS

FY 2017 Budget Request – Peter had asked this item be added to the agenda in case the Town Administrator requested a modification in the library budget request. Peter said that he had not met with Mr. Cadime yet to discuss the budget, so no action was needed at this time.

Updated Business Calendar – Peter distributed a revised calendar for final quarter of FY 2016. The updated calendar reflect the change in Town Meeting date.

7. NEW BUSINESS

Warrant article for the library building project – The LFSC is requesting that the Selectmen include two articles on the warrant for the May 16 Town Meeting. Draft copies of the article were included in the trustees' meeting packet. The articles asks the voters at Town Meeting to accept the schematic design that will be presented by Tappe and to authorized the Selectmen and the Board of Library Trustees to take actions

Board of Library Trustees
Minutes of the March 16, 2016 Meeting

Approved on May 18, 2016

required for the development of more complete designs, site plans and cost estimates. The second article authorizes the Selectmen and Library Trustees to apply for, receive and expend federal and state grants. The LFSC is not seeking any additional funding from the Town at this time. The language of both articles is being reviewed by Town Counsel. The LFSC hopes that the Board of Library Trustees will vote to endorse the articles when the final language is approved by Town Counsel.

Special Library Hours for the Meadows Summer Kickoff Event – Peter asked that the Trustees vote to keep the library’s lobby, rest rooms and large meeting room open until 8:00 p.m. on Saturday June, 18, and if need be, to open the same spaces to the public on Sunday, June 19. Cheryl Faria so moved and Ann Caldwell seconded. Peter said that he had already made tentative arrangements to be open, but he felt that setting the hours of operation was an important prerogative of the trustee. There was no further discussion and the trustees voted unanimously to approve.

Tappe Survey and a letter of congratulations to the library staff – The recent community survey conducted by Tappe Architects collected many, highly complementary comments from users about the exceptional service provided by the library staff. Peter and Sharon suggested that the Trustees might wish to acknowledge this in a letter to the staff. The trustees had done something similar in 2011 to recognize the exceptional efforts of the staff during the transitional period following the death of Sharon St. Hilaire. A brief discussion followed. A consensus developed that there was a need to have some regular events to express their appreciation of the staff, and that the trustee should try to develop some ideas for such a recognition. The trustees agreed, however, that sending a letter at this time would not be appropriate because their letter might be perceived as a response to the letter from the staff.

Volunteer Appreciate Day The annual volunteer appreciation event will be a brunch on Saturday, April 30. Sharon Fredette and Maureen Mecketsy are planning the event. The event was moved to Saturday because some volunteers said that they could not come to events schedule for the middle of a weekday. Peter requested that the Board appropriate \$500 from LIG/MEG funds to pay for the event. Kathy Lussier so moved and Sharon Connors seconded. Peter said that the library and the Friends of the Library had approximately sixty volunteers who have worked at the library in the past year. The appreciation event is the only thing that the library does each year to express its

Board of Library Trustees
Minutes of the March 16, 2016 Meeting

Approved on May 18, 2016

appreciation for the hundreds of hours of service the volunteers give the library. There was not further discussion and the motion passed unanimously.

Annual request for funding to the Friends of the Library – Peter said that he was still reviewing the requests from the library staff. He did not have a final recommendation so no action was needed at this time

Forming a permanent, sub-committee on personnel – At the February meeting, Peter and Sharon had discussed a need to review the organizational structure of the library and the current allocation of staff. Peter said that there several outstanding personnel issues at the library including, inaccurate and out-of-date job descriptions, a lack of balance and proportionality in the wage scale, a lack of a meaningful evaluation system, uncompetitive wages being paid in some positions (e.g. the staff librarians and administrative associate), lack of opportunities for advancement, the comparatively high cost of staffing the library, and too many levels of supervision. Peter also said that many of these issues require a response from the director that could have a major impact on library operations. He felt that it would be helpful to discuss some of these issues informally with a standing committee of Board members. This working group could then report back to entire Board in open session. The Board said that they would consider it the request and discuss it further at a future date.

8. LIBRARY POLICY REVIEWS

Ethics Policy – No action was taken. The library staff did not recommend any changes in the policy. The Trustees had no comments or questions.

Policy on Decertified Libraries – No action was taken. The library staff did not recommend any changes in the policy. The Trustees had no comments or questions.

9. UNANTICIPATED BUSINESS – None.

10. DIRECTORS REPORT– There was no written report from the library director this month. Peter did report that circulation had increased for the seventh consecutive month, and that new registrations were also running ahead of last year. He also reported that library expenditures were on target. Peter also reported that the library had participated in an event on March 18 at Aiken School called, *Discover Seekonk*. It was a gathering of local organization, businesses and other services that are geared toward serving children and their families.

Board of Library Trustees
Minutes of the March 16, 2016 Meeting

Approved on May 18, 2016

11. TRUSTEE'S COMMENTS, CONCERNS & SUGGESTIONS –None.

12. NEXT MEETING & ADJOURNMENT – The trustees agreed to hold their next meeting on Wednesday, April 20 at 6:00 p.m. The chairman asked for a motion to adjourn. Sharon Connors so moved and several trustees simultaneously seconded. The meeting was adjourned at 7:35.

Documents Distributed At This Meeting

- 1) Drafts of two warrant articles for the May 16, 2016 Town Meeting
- 2) An updated copy of the Trustee's Work Calendar for the remainder of the fiscal year
- 3) Copy of the Ethics Policy
- 4) Copy of the Policy on Decertified Libraries

Board of Library Trustees
Minutes of the April 20, 2016 Meeting

Approved on May 18, 2016

Mike Durkay called the meeting to order at 6:04. Other trustees attending were Ann Caldwell, Sharon Connors and Alyssa Richard. Library Director Peter Fuller and Associate Director Sharon Fredette also attended.

ELECTION OF OFFICERS – The trustees agreed to postpone the election of officers until the next meeting because three of the trustees were not present.

APPROVAL OF MINUTES – The trustees postponed action on the minutes because only three trustees at this meeting were also present at the March meeting.

MAIL & OTHER COMMUNICATIONS

The trustees received a letter from Diane Carty, Director of the MBLC that confirmed the second payment of this year’s LIG/MEG grant to the Town.

REPORTS

Meadows Management Committee – There was no report because Cheryl Faria, the Committee Chairperson was away.

Library Facilities Study Committee [LFSC] – Alyssa Richard reported on the activities of the LFSC. She said that progress had been made on narrowing the list of conceptual options for building on this site. The design team was developing two options that would build a two story structure within the existing footprint of the building and another option to expand the building on to the limited space away from the landfill cap. She also explained the committee’s decision to withdraw its articles from the warrant of the May 16 town meeting. The committee felt that its proposals on May 16 would lack the details needed to make a compelling case for renovating/expanding the library. The delay will allow the design team to put together a more finished presentation and more accurate cost estimates. The committee plans to re-submit the articles for the town meeting in the fall, and the delay should not adversely affect the construction grant application process.

A discussion followed about the timing of various project activities and the construction grant deadlines. Alyssa noted that the Board of Selectmen could provide the go ahead to apply for a construction grant without town meeting taking action. MBLC also requires that there be a public vote to accept the schematic design, and this would have to be done by town meeting. This approval can be obtained after the grant is submitted, but having the acceptance before the application deadline in January 2017 will make for a stronger grant proposal.

Veteran’s Memorial Update – Peter reported that he had emailed the trustees an invitation to the dedication of the veteran’s memorial on Saturday, May 28. Peter said that Bob DeFontes had told him

that the Memorial Day Parade will follow its usual route from the High School to the Middle School, and that the dedication would follow the parade. Peter expressed some concerns about traffic and parking if that was the plan for the parade. The trustees recommended that he contact the Town Administrator and obtain more details about the parade and the dedication ceremony. Peter said that he would and report back to the Trustees.

Collective Bargaining Agreement with Staff Association – Peter reported that the staff had voted to accept the proposed contract. He said that the library had not received the final draft of the contract, but some of the key financial provisions were:

- Staff members will receive a two percent increase in each year of the contract
- Staff members will receive retroactive raises for FY 2015, which started July 1, 2014
- A fifth step was added to the wage scale for the Customer Services Associates. [Other classifications will continue to have four steps.]

Peter noted that the increases will create a shortfall in the FY'16 budget and that the amounts currently in the MUNIS budget system for FY'17 will not cover the library personnel costs. Peter said that he is waiting to hear back from Bruce Alexander on how the town will pay for these increases. The assumption is that a lump sum amount will be requested at town meeting to pay for the retroactive raises and the shortfall in the current year budget. Peter assumes that the FY'17 budget request will be adjusted accordingly. He will try to get Mr. Cadime to confirm this later in the week.

Sharon Connors asked Peter and Sharon Fredette if there had been questions about the trustee's lack of response to the letter sent to them by the staff association. Peter and Sharon said that they did not discern any personal disappointment with the trustees. They noted, however, that there appeared to be a general sense among the staff that they and library were not respected. A general discussion of staff morale followed, including a discussion of how the library can recognize good performance. Several suggestions were put forth. The consensus developed that the administration should make a greater effort to recognize and support good performance. Peter suggested that he and Sharon should come back to the trustees with a program for staff recognition. The trustees agreed and the chairman asked that the administrators report back with a plan at the next meeting.

OLD BUSINESS

Withdrawal of Building Study Warrant Articles – This was discussed previously under reports. There were no further comments or discussion.

FY 2017 Budget Request Update – Peter reported that he had met with Town Administrator Shawn Cadime and Finance Director Bruce Alexander to discuss the library's FY 2017 budget request. The budget request was submitted with the understanding that some adjustment might be required to the personnel lines depending on how the contract negotiations proceeded. Mr. Cadime asked that increases for unionized staff be removed from the budget because the town was about to go going into a Labor Fact Finding hearing. The amount for the reclassification of staff librarian was also removed, but

the funds needed to bring library pages up to the level of the Massachusetts minimum wage remains in the budget.

Consider library's annual funding request to the Friends of the Library – Peter distributed a summary sheet from a proposed budget package for donations from the Friends of the Seekonk Public Library. He asked that the trustees request a total amount of \$17,700 from the Friends in the next fiscal year (FY'17) The money will be used to pay for museum passes, a subscription the monthly publication, Book Page and for various programs for adults, children and families. Peter said the money from the Friends is used to enhanced the level of library services. These funds are used to supplement and not supplant money appropriated by the Town of Seekonk.

The chairman asked for a motion to request \$17,700 from the Friends of the Seekonk Public Library to provide services in FY 2017 as described in the budget presented. Sharon Connors so moved and Ann Caldwell seconded. There was no further discussion and all of the trustees present voted in favor.

Consider the formation of a standing sub-committee for personnel – The trustees decided to postpone this discussion until at meeting with more members present.

NEW BUSINESS

Opening at noon for a Staff meeting on Friday, April 29 – Peter asked the library delay opening until noon on Friday, April 29 so that the library could hold some training for the entire staff. Peter said that the agenda would include a review of this year's goals and objectives, and the objectives for next year. Jeff Hoover, the lead architect on the library design team will also be there to get some staff feedback on some design options that Tappe Architects are putting on paper.

The chairman asked for a motion to open the library at 12:00 on Friday, April 29. Sharon Connors so moved and Ann Caldwell seconded. Peter asked if it would be alright for the library to buy lunch that day for the staff. The trustees agreed as part of the library's employee appreciation program. There was no further discussion and all of the trustees present voted in favor.

Library Trustees Award – The criteria for the award were not in the packet, so Peter reviewed the purpose of the award, which goes to a graduating senior at Seekonk High School. The award is a \$200 Amazon gift card. Selection is based on essays submitted to the Guidance Dept. at the high school. The consensus was that the Library Trustees should offer the award again this year.

Consider the purchase of a water filter system for staff breakroom – Peter asked the trustees for permission to purchase a filtered water dispenser. He said that the library paid for the bottled water but stopped about six or seven years ago. The staff now pays for the bottled water and renting a dispenser. Although Seekonk's water is fine, the pipes in the building taint it with a metallic taste. The dispenser filters the water to remove this taste. The dispenser also offers the choice of chilled or heated water like the current dispenser.

The chairman asked for a motion to expend an amount not to exceed \$500 from state grant funds [LIG/MEG] for a bottle-less water dispenser. Sharon Connors so moved and Ann Caldwell seconded. There was no further discussion and all of the trustees present voted in favor.

LIBRARY POLICY REVIEWS

Policy on Naming & Special Recognition – No changes were recommended by the staff and there was no further discussion.

Policy on Accepting Gifts – No changes were recommended by the staff and there was no further discussion.

UNANTICIPATED BUSINESS

DIRECTORS REPORT – A copy of the report was emailed to the trustees prior to the meeting. At the meeting, Peter added that the library forgave about \$48 in fines as part of the “Food for Fines” program during National Library Week. Peter noted that the amount of food collected has decreased in the past few years, but he also suggested that the program could have been promoted more vigorously. A brief discussion followed. The consensus was that this was a worthwhile promotion that benefited both the library and the Doorways food pantry. It should be tried again, but with more publicity.

TRUSTEE’S COMMENTS, CONCERNS & SUGGESTIONS – None.

NEXT MEETING & ADJOURNMENT

The trustees agreed to hold their next meeting on Wednesday, May 18 at 6:00 p.m. The chairman asked for a motion to adjourn. Sharon Connors so moved and Alyssa Richard seconded. The meeting was adjourned at 7:10.

Documents Distributed At This Meeting

1. Letter from Dianne L. Carty, Director of the MBLC
2. Revised FY 2017 Library Budget
3. Brochure on Bottle-less water dispenser
4. Library Policy on Naming & Special Recognitions
5. Library Policy on Receiving Gifts
6. A table and two graphs comparing financial information from libraries in Mass. communities approximately the size of Seekonk.

7. Director's Report

D R A F T
Board of Library Trustees
Minutes of the May 18, 2016 Meeting

Approved on:

Sharon Connors called the meeting to order at 6:04. The other trustees attending were Ann Caldwell, Sharon Connors. Lynn Cristino, Cheryl Faria, Kathy Lussier and Alyssa Richard. Library Director Peter Fuller also attended. Mike Durkay arrived a 6:10 and assume the role of meeting chair.

ELECTION OF OFFICERS – Sharon Connors open the floor for nominations for the position of Chairperson, Vice-chairperson and Secretary. Cheryl Faria nominated Mike Durkay for Chairman and Lynn Cristino seconded. There were no other nominations or further discussion. Cheryl Faria nominated Sharon Connors for Vice-chair person and Anne Caldwell seconded. Sharon Connors nominated Lynn Cristino to be Secretary and Alyssa Richards seconded. There were no other nominations. Since none of the positions were contested, chairperson asked that Secretary cast a single vote in favor of the entire ballot.

Mike Durkay asked the Trustees consider the appointment of an official liaison between the Board of Library Trustees and the Seekonk Library Trust. He noted that the success of the building project will depend in part on raising money from private donors, and that the Library Trust was the most appropriate vehicle for that kind of fundraising effort. Several trustees supported that suggestion and said that they would consider it. The chair said that he would postpone discussion until the following meeting.

APPROVAL OF MINUTES – The Chair asked for a motion to approve the minutes for the March 16 meeting. Sharon Connors so moved and Cheryl Faria seconded. No changes were requested and the minutes were approved unanimously. The Chair asked for a motion to approve the minutes for the April 20 meeting. Sharon Connors so moved and Anne Caldwell seconded. (Your help is needed here. I might have missed a change. Lynn recalls Kathy pointing something out) The minutes as (amended or presented) were approved unanimously.

MAIL & OTHER COMMUNICATIONS

The Board received and placed on file a letter from Dianne Carty, Director of the MBLC that confirmed the second payment of the LIG/MEG grant for FY 2016.

REPORTS

D R A F T
Board of Library Trustees
Minutes of the May 18, 2016 Meeting

Approved on:

Meadows Management Committee –Cheryl Faria, the Committee Chairperson reported on plans for the Meadows Summer Kickoff Celebration on June.

Library Facilities Study – Alyssa Richard reported on the activities of the study committee. The committee is making progress towards choosing a single design concept for further development. She said that public meeting on May 11 was well attended and people were enthusiastically sharing their opinions. The committee will meet on May 23. At this meeting they will select one design from among three currently under consideration.

Plans Memorial Day Parade – Peter reported on the plans for the Memorial Day Parade and the dedication of the Veterans Memorial. He said that he anticipated problems with parking and traffic. Library users would be receiving two email notifications advising them of the problem and suggesting that those going to the parade park at either the Middle School or Aitken School. There will also be a limited number of parking places reserved for library users. The Police Department will also be sending out media releases and will place their electronic sign in front of the library with an advisory about the road closure. Peter said that his understanding was that the parade would end at the middle school and the dedication would follow. Peter said that he was told that shuttle busses would be available to help move people from the middle school back to the Veterans Memorial. It was suggested that the gates to the Meadows be opened and that people be allowed to park behind the library. Peter suggested that he could inquire about parking on the Meadows in an email to Dave Cabral, the current Superintendent of Public Works. He suggest that a copy also go to Selectman Dave Viera, who is also chair of the Veterans Memorial Committee. Peter suggested that Dave Cabral might be more responsive to a follow-up from the selectman. The trustees directed him to do so.

Friends of the Seekonk Library – Peter reported that the Directors met on May 2. Jackie Proulx who is a member of the Library Facilities Study Committee attended the meeting to gather information about the space needs of the Friends in a future building. This discussion took up most of the meeting, so Peter asked that the library budget request be taken up at the next meeting.

OLD BUSINESS

FY 2017 budget update – Peter reported that the budget had passed Town Meeting. Although it was slightly less than last year, the amounts were adequate to support the on-going program of service.

Consider the formation of a permanent, personnel sub-committee – The trustees had discussed at their March and April meetings the suggestion that they form a sub-committee on personnel matters. The

D R A F T
Board of Library Trustees
Minutes of the May 18, 2016 Meeting

Approved on:

purpose the committee will be to advise the director and the entire board on personnel matters, and to review, discuss and recommend changes in personnel and personnel management practices. The sub-committee would also help formulate and recommend positions on personnel issues affecting the library, for example, collective bargaining strategy, but are largely under the purview of the Town Administrator and Board of Selectmen. Mike Durkay suggested that this be an ad hoc committee as permitted in the by-laws. He asked Sharon Connors and Ann Caldwell to consider serving on the committee because they had assumed a similar role in the past. Both trustees agreed. Kathy Lussier also expressed an interest in serving on the sub-committee, and the chair also appointed her to the group.

Consider Director's recommendation for special recognition of staff – Peter reported that he and Sharon Fredette were still working on a more systematic approach to regularly recognize good performance. In light of the recent retirements, he recommended that the board adopt a new program of creating a special collection in the library to note the contribution of long-serving employees. Peter said that the collections would reflect a special area of interest of the employee. Items in the collection would have a special book plate that would indicate the item was added in recognition of the employee's years of service. The number of items added would be proportionate to the number of years of service. The items would be purchased with money from the revolving Restitution Fund. The trustees agreed that this would be a good way to recognize retirees and authorized the director to move ahead with the proposal.

NEW BUSINESS

Library's immediate and long-term staffing needs -- Peter reviewed the current staffing levels and the existing vacancies. He said that having three full-time people leave in one month presented a unique opportunity to re-organize the library's staff structure to make it more efficient. He discussed some of the general challenges posed by the current assignment of staff and duties as well as specific needs in both the short and long term. Peter made several specific recommendation for the short-term, including hiring a staff librarian in Youth Services and an associate director as soon as possible. He felt that replacing the Customer Services Supervisor should be delayed until that position could be studied. Peter said that he would like to discuss other long-term changes with the newly formed personnel sub-committee before presenting them in an open meeting.

Director's evaluation of the associate director – Peter asked that this is discussion be deferred until a future meeting. The trustees agreed.

D R A F T
Board of Library Trustees
Minutes of the May 18, 2016 Meeting

Approved on:

Director's self-evaluation – Peter asked if the trustees would like him to use the evaluation form that Lynn Cristino had shared with the board. The consensus of the trustees was that this form should be the basis the evaluation moving forward and the director should use this form. Peter asked Lynn to send him another copy and she agreed to email it to him.

REVIEW OF LIBRARY POLICIES

Meeting room use policy -- Peter reported that the policy was working well and that the staff did not think any changes were needed.

UNANTICIPATED BUSINESS -- None

DIRECTORS REPORT –TRUSTEE'S COMMENTS, CONCERNS & SUGGESTIONS – None.

NEXT MEETING & ADJOURNMENT

The trustees agreed to hold their next meeting on Wednesday, June 15 at 6:00 p.m. The chairman asked for a motion to adjourn. Sharon Connors so moved and Alyssa Richard seconded. The meeting was adjourned at 7:10.

Documents Distributed At This Meeting

Letter from Dianne Carty, Director of the MBLC, re. State Grant Award

Meeting Room Use Policy

Application to Use the Meeting Room

Form Letter to Businesses Requesting to Use the Meeting Room

Director's Report of April/May 2016.

D R A F T
Board of Library Trustees
Minutes of the June 15, 2016 Meeting

Approved on:

CALL TO ORDER – Mike Durkay called the meeting to order at 6:05. Other trustees attending were Ann Caldwell, Sharon Connors, Lynn Cristino, Cheryl Faria, Kathy Lussier and Alyssa Richard. Library Director Peter Fuller also attended.

APPROVAL OF MINUTES FROM PREVIOUS MEETING – Minutes were not available. They will be reviewed at the next meeting.

MAIL

Letter from Dianne Carty, Director of the MBLC, re. Library Construction Grants – The board received a letter officially announcing a new round of library construction grants. Letters of Intent to apply for these grants must be submitted in October. Enclosed with the letter was the program notice document, which describes grant procedures, rules and regulations.

Meeting Room Request from Community Autism Resources – Peter said that this was a first-time request and he recommend that this group be allowed to use the room. He said that the group was headquartered in Swansea but its aim was to serve the entire region. The group met all of the other eligibility requirements established in the library policy. The trustees concurred.

Meeting Room Request, Eating Disorder Anonymous -- Peter said that this was also a first-time. The group met all of the eligibility requirements, and he again recommend that it be allowed to use the room. The trustees concurred.

REPORTS

Meadows Management Committee – Cheryl Faria reported on the plans for the Summer Kickoff Celebration on the Meadow on June 18. The festivities are scheduled to run from 2 to 6 PM. She said that various aspects of the production were being coordinated with the library and Seekonk Artist Group.

Memorial Day Events – Peter reported that the Memorial Day Parade and the dedication of the Veterans' Memorial drew a large crowd to the library and Seekonk Meadows. He said that things ran

D R A F T
Board of Library Trustees
Minutes of the June 15, 2016 Meeting

Approved on:

more smoothly than he expected, but vehicles were not admitted to the parking lot on several occasions because of a lack of spaces.

Friends of Library Annual Meeting -- Kathy Lussier reported that the Friends of the Library held their annual meeting on June 6. She said that the following people were elected or re-elected as officers, President Lora Pielka, Vice President Virginia Zoppo, Secretary Joleen Vatcher, and Treasure Sue Rutter. The following were voted to the board of directors, Maurice Messier [three-year term], Kathy Lussier [two-year term] and Patricia Libby [one-year term]. Peter also attend the meeting and presented the library's request for \$17,800 to fund various programs and services. Peter did not have the formal presentation with him but listed the major categories of expenditure and the amount needed. The Friends voted to table consideration of the request until they could see the actual presentation on paper.

OLD BUSINESS

Appointment of Liaison to the Library Trust – The appointment of a liaison to the Seekonk Library Trust was first discussed at the April meeting. The Library Trust is the fundraising organization that exists solicit and manage funds for the large or long-term needs of the library. Peter noted that most of the members of the trust were comparatively new and they were attempting to organize the group so that their efforts would be more effective. As part of this effort, the trustees felt it important to build a strong relationship with the Board of Library Trustees. The Seekonk Library Trust expects to be engaged in a major capital campaign for the proposed library building. The success of this effort will depend on jointly developing and implementing a fundraising strategy. Several trustees were in support of the general concept but cited conflicting demands on their time. Peter said that he would speak with the trustees of the Seekonk Library Trust to find out what their specific expectations of the library trustee liaison would be.

D R A F T
Board of Library Trustees
Minutes of the June 15, 2016 Meeting

Approved on:

Personnel Changes – Peter reported that the last day for Sharon Fredette was June 10. He and Sharon agreed to forego a formal performance review. Peter also reported that Katie Corrigan has agreed to become a full-time children’s librarian starting in August. Katie had been a substitute librarian and she was recently hired back as a part-time reference librarian. She is primarily a children’s librarian, however. Peter said that he and the rest of the staff were pleased that she will be joining the staff full-time.

Changes in the FY 2017 Action Plan – Since the FY ’17 budget was approved as requested, Peter said that he did not anticipate major changes in Action Plan. He did note, however, that the dual set of demands created by bring new people on board and writing the construction grant will mean differing some activities until later in the fiscal year. At the general staff meeting in April, Peter asked the staff to focus on five areas, including maintaining high levels of public service, improving collection development, increasing library use, completing implementation of the new service model, and improving programming.

NEW BUSINESS

Library Director’s self-evaluation – Peter said that he was not able to get to doing his self-evaluation because of other higher priority items demanded his attention and because he was out for ten days. He said that he would get the evaluation back the trustees before their next meeting.

Director’s Performance Goals for FY 2017 –Discussion on this item was deferred to the next meeting.

Adopt a Planning Calendar for FY 2017 – Copies of the proposed calendar were not in the meeting packets, so discussion was deferred until the next meeting.

POLICY REVIEWS

Policy on the Disposal of Surplus Property – There were no changes in this policy, but Peter pointed out that part of the policy was for the trustees to authorize annually the library director’s authority to dispose of surplus items according to the terms of the library’s policies and procedures. The chairman asked that a motion to that affect be made. Sharon Connors so moved and several trustees

D R A F T
Board of Library Trustees
Minutes of the June 15, 2016 Meeting

Approved on:

simultaneously seconded. There was no further discussion and the trustees voted unanimously to approve.

Borrowing Rules – Peter recommended no changes be made in the rules, but in order to comply with existing policy, he asked for a vote to approve the rules as presented. Cheryl Faria so moved, and several trustees simultaneously seconded. There was no further discussion and the trustees voted unanimously to approve.

Schedules of Fines & Fees – Peter recommended no changes be made in fines or fees, but in order to comply with existing policy, he asked for a vote to approve the fines and fees for the coming fiscal year. The chairman asked for a motion to adopt the Schedule of Fines & Fees as presented. Kathy Lussier so moved and several trustees simultaneously seconded. There was no further discussion and the trustees voted unanimously to approve.

Circulation Policy – Peter recommended no changes and there was no further discussion.

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

Re-appointment of Lisa Spencer– Peter reported that the term of office for Lisa Spencer, the current chairperson the Seekonk Library Trust would expire on June 30. Lisa had been appointed to fill-out the term of Charlene Mullen. Lisa would like to continue and asked to be appointed to a full five-year term. Mike Durkay ask for a motion to reappoint Lisa Spencer to a full term as a trustee of the Seekonk Library Trust. Ann Caldwell so moved and several trustees simultaneously seconded. There was no further discussion and the trustees voted unanimously to approve.

DIRECTORS REPORT for May/June – Peter quickly reviewed the report, which was distributed at the meeting. Because the report was not sent out prior to the meeting, Peter asked the trustees to send him any questions or comments that he could address at the next meeting.

D R A F T
Board of Library Trustees
Minutes of the June 15, 2016 Meeting

Approved on:

TRUSTEES' COMMENTS, CONCERNS & SUGGESTIONS – None.

NEXT MEETING & ADJOURN – The chairman noted that it was customary for the Board not to meet in either July or August. He asked the other trustees if they had a preference. Some trustees note that pending personnel matters and the work of the Facilities Study Committee might require them to meet. After a brief discussion, the consensus was that the trustees should meet as per their regular schedule in both July and August, and it would be determined at the July meeting if an August meeting was needed. The next meeting of the trustees will be July 20, 2016 at 6:00 PM. The chairman asked for a motion to adjourn. Sharon Connors so moved and several trustees simultaneously seconded. The meeting adjourned at 7:10.

Documents Distributed at this Meeting

- Letter from Dianne Carty, Director of the MBLC, re. New Round of Library Construction Grants
- Meeting Room Request from Community Autism Resources
- Meeting Room Request from Eating Disorders Anonymous
- Policy & Procedures on the Disposal of Surplus Library Property
- Library Circulation Policy
- Library Borrowing Rules
- Schedule of Fines & Fees
- Library Director's Report for May/June

Board of Library Trustees

Minutes of the Meeting on July 20, 2016

Approved: Sept. 22, 2016

CALL TO ORDER -- Mike Durkay called the meeting to order at 6:00. Other trustees attending were Ann Caldwell, Lynn Cristino, Cheryl Faria, Kathy Lussier and Alyssa Richard. Library Director Peter Fuller also attended.

MINUTES – The Chairman asked if everyone had reviewed the minutes of the meeting held on May 18, 2016 and June 15, 2016, and then asked for a motion to approve the minutes. Ann Caldwell so moved and Lynn Cristino seconded. The trustees did not suggest any additions or corrections, and they approved the minutes of both meetings by a unanimous vote.

MAIL & OTHER COMMUNICATIONS – This item was added to the agenda because the library had received a request to use the meeting room that day. A group from the Memorial Baptist Church of Seekonk wished to hold discussions of what they broadly described as philosophical issues, for example, the meaning of life. The group wished to hold monthly meetings on Saturdays and wish to book the meeting room for the next six months. Peter said that discussions fit within the broad mission of the library and did not appear that the group's intent was to proselytize overtly. He did note, however, that because the meeting room is in high demand, the library would only book the room up to three months in advance. He recommended approving the request for just three meetings. Several trustees said that they felt it inappropriate to have a public facility used to support a religious purpose, and that this program could cross the boundary from being strictly informational. Several trustees speculated if the discussions needed to be monitored. Peter said that it would be difficult to deny use of the room based on the viewpoint of the presenters. A trustee pointed out that having the program "open to the public" is a condition of using the meeting room. The assumption is that a discussion group cannot exclude someone for expressing different views. A trustee pointed out that they approved the use of Seekonk Meadows for an ecumenical religious service in the past. A consensus developed that the group could use the room for three months, and that the trustees would re-evaluate their decision before allowing the group to book additional dates.

Library Facilities Study – Peter reported that the Library Facilities Study Committee met on June 16 and June 30. The committee had received and discussed a proposed site plan. The committee had also received the first preliminary cost projections. The architects were asked to refine the design to lower the cost of the project. Peter explained how the construction grant

Board of Library Trustees
Minutes of the Meeting on July 20, 2016

Approved: Sept. 22, 2016

funding formula would apply. The consensus was that cost would be a critical factor in getting the project approved. The trustees asked if some information could be send to them that summarized the need for a new library. Peter said that he would send that out.

Meadows Management Committee – Cheryl Faria reported that the Summer Celebration on the Seekonk Meadows on June 18 was a great success. She said that more groups participated this year and that it a true community celebration. Cheryl also reported that there have been problems with the irrigation system for the library’s lawns and gardens. Peter said that he would speak with Dave Cabral at DPW about the issue.

OLD BUSINESS

Personnel Changes – Peter reported that he had promoted Katie Corrigan to being a full-time staff librarian to work in the Youth Services section. Katie was working as a part-time librarian in adult services. The library has also advertised for an Associate Director and for part-time librarian to fill the position Katie left. The library listed the openings with the on-line job site hosted by the MBLC and OSLIS, the state library agency in Rhode Island. Peter said that the closing date for application for Associate Director was August 12. Mike Durkay asked if the search needed to be expanded beyond New England. Peter thought that the two state sites reach a good pool of candidates. Kathy Lussier and Ann Caldwell suggested that the jobs be also listed with graduate library schools in the region.

Trustee’s Calendar for FY 2017 – The calendar is a listing of major issues and decisions that the trustees must address throughout the fiscal year. The calendar had been distributed at the previous meeting. It is primarily a planning tool and not a precise schedule. The chairman asked if there were any questions or suggestions for changes. There were none and the trustees adopted the calendar.

6. NEW BUSINESS

Library Director’s self-evaluation – Peter distributed a copy of his self-evaluation that he prepared on the form he was provided. He apologized for not getting it out sooner. Peter said that he provided information in all of the narrative sections, but he did not use the four point ranking system because he felt that it was inappropriate. The trustees briefly discussed the evolution of the evaluation form. Peter said that he did not have a formal job description during

Board of Library Trustees

Minutes of the Meeting on July 20, 2016

Approved: Sept. 22, 2016

this discussion, and that he relies on the description in the job posting from 2012. Mike Durkay asked that the posting be sent out the trustees. Peter said that he would email it. There was a discussion about how the trustees could collaborate on-line on the evaluation document without violating the open meeting law. Since all of the trustees are expected to have separate input into the evaluation, it was suggest that the evaluation be shard as a Google document. This was rejected because the attorney general's office regards writing or editing a document jointly to be inherently deliberative, and therefore a violation of the open meeting law. It was suggested that separate Google documents could be created for each trustee. Each trustee could then send his or her complete evaluation to the three members of the ad hoc personnel committee. The committee could then discuss the evaluation and compile the results. The ad hoc committee may deliberate on issues because it does not constitute a quorum of the members. The consensus was that this approach would work best. Peter said that the trustees would be receiving links to their individual documents from the trustees' group email account. trustees@seekonkpl.org.

Director's Performance Goals for FY 2017 –There was a brief discussion about performance goals. Peter said that according to his contract, that he would be evaluated on performance goals set by the trustees and that these were to be based on the annual action plans. Mike Durkay suggested that the action plan was sufficient basis for a performance evaluation. Peter said that he inferred from that language that the trustees could set individual goals for him to meet. Mike asked Peter to send the trustees a copy of this contract and the trustees could discuss this at their next meeting. Peter said that he would also email this document out.

7. LIBRARY POLICY REVIEWS

Homebound Delivery Service – The staff did not recommend any changes in this policy. The chair asked if there were any questions. There were no questions or comments, so no action was required.

UNANTICIPATED BUSINESS – Mike Durkay brought up the appointment of a liaison to the Seekonk Library Trust. This had been discussed at previous meetings, and it was generally agreed that the Board of Library Trustees needed to develop a strong working relationship with trustees of the Seekonk Library Trust as the building project moved forward. The trustees of both boards will need, for example, to coordinate efforts on fundraising for the new building. None of the trustees had the time right now to commit to this additional obligation. Peter

Board of Library Trustees

Minutes of the Meeting on July 20, 2016

Approved: Sept. 22, 2016

suggested that regular attendance at Library Trust meetings might not be necessary. He felt that the members of the trust's board wanted to establish a relationship with a library trustees with whom the Trust could discuss their questions and concerns. How that relationship was developed would be up to the liaison. It was suggested as an alternative that a member of the trust board regularly attend a library trustee's meeting. Peter said that the board of the Library Trust would be meeting in September, and that he would make that suggestion.

DIRECTORS REPORT – The director's report was emailed to the trustees prior to the meeting. Peter highlighted from his report that the library had received many favorable comments about the new automatic doors. He also pointed out that there were two more concerts on the Meadows were scheduled for July 27 and August 3.

TRUSTEE'S COMMENTS, CONCERNS & SUGGESTIONS -- None

NEXT MEETING & ADJOURNMENT – The trustees discussed if they would need to meet in August. Some trustees suggested that some action might be needed on the building project. It was agreed that they would tentative schedule a meeting for August 17 but that it would be up to the chairman to decide if it should be cancelled. The chairman asked for a motion to adjourn. Kathy Lussier so moved and several trustees simultaneously seconded. The meeting was adjourned at 7:15.

Board of Library Trustees
Minutes of the Meeting on July 20, 2016

Approved: Sept. 22, 2016

DOCUMENTS DSTRIBUTED AT THIS MEETING.

- (1) Draft of the Minutes of the May meeting
- (2) Draft of the Minutes of the June meeting
- (3) Meeting room application
- (4) Director's self-evaluation
- (5) Copies of the Policy on Home Delivery Services
- (6) Director's monthly report

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Minutes of the Meeting on September 22, 2016

Approved on 12/21/2016

CALL TO ORDER – Mike Durkay called the meeting to order at 6:06. Other trustees attending were Ann Caldwell, Lynn Cristino, Cheryl Faria, Kathy Lussier and Alyssa Richard. Library Director Peter Fuller also attended.

MINUTES – The Chairman asked if everyone had reviewed the minutes of the meeting held on July 20, 2016, and then asked for a motion to approve the minutes. Ann Caldwell so moved and Lynn Cristino seconded. Alyssa Richard noted that she was not present at the meeting as shown in the minutes. The trustees did not suggest any other corrections, and they approved the minutes as corrected by a unanimous vote.

MAIL & OTHER COMMUNICATIONS -- None

REPORTS

Meadows Management Committee – Cheryl Faria reported that the master gardeners were doing a fall cleanup of the gardens. She also said the irrigation system was still not working properly. Peter said that he would ask Dave Miller at DPW to fix it.

Building Facilities Study – The chair noted that the trustees would receive a report at the joint meeting with the Library Facilities Study Committee (LFSC) meeting, which was the last item on the agenda. The chair asked Alyssa Richard and Peter to review what topics that LFSC wished to cover. Alyssa said that LFSC wanted to update the Board of Library Trustees and the trustees of the Seekonk Library Trust on where the committee was in the overall process. The LFSC also wished to develop a consensus on the timeline for when they should present items to the community for decisions. The final items that the LFSC wished to discuss were the project costs and raising money for town's share of the total project cost.

Annual Report to the Town – Peter had emailed a draft to the trustees prior to the meeting and he distributed an updated version of the report at the meeting. Peter said that he had changed the format of the report to include some pictures and a summary of key statistics. He also noted the inclusion of a report the Smart Memorial Library Trust. The Town By-law that created the Smart Memorial Trust requires the library trustees, who are also the trustees of the Smart Memorial Trust to report annual on the status of the trust. Lynn Cristino suggested that the report would look better if the columns were justified. Peter said that he would make that change. The Trustees then unanimously approved the submission of the report to the Town Administrator.

Minutes of the Meeting on September 22, 2016

Approved on 12/21/2016

Annual reports to the MBLC – The library submitted to the Mass. Board of Library Commissioners (MBLC) its annual statistical and financial reports. The reports contain information that verifies a public libraries compliance with state standards. The MBLC uses the data to that a public library is eligible for certification and therefore able to receive state grants and other benefits. Peter said he sent the report to the trustees because the library also uses the data to evaluate the library's performance.

Alyssa Richard excuses herself from the meeting in order to attend the Library Facilities Study Committee meeting that started at 6:30 in the Multipurpose Room.

OLD BUSINESS

Personnel Update – Peter reported that he has hired Kate Hibbert to be the library's next Associate Director, and that she would start on October 3. He also reported that Michelle would be having some surgery, and that she would be on sick leave for six weeks starting on Sept 28. Peter said the library would be hiring a librarian through BiblioTemps to help provide coverage temporarily. He also said that the library started advertising to fill the part-time IT Support Specialist position. Several IT problems had developed recently

Peter reported that he meet with the Board of Selectmen on August 26 to discuss personnel changes. Peter said that Shawn Cadime, the Town Administrator asked that he give a presentation to the Board of Selectmen on the personnel changes He said that the Selectmen were supportive and they authorized Mr. Cadime to have legal counsel review aspects of the plan.

Peter reported that Ben Phinney is the new chairperson of the Seekonk Library Staff Association, Mass-AFTA. Peter said that he wanted to initiate the process for reviewing job descriptions that was recently included in the collective bargaining agreement.

Peter said that Katie Corrigan, the librarian he hired recently would like to return to working part-time. He did not think that having two part-time employees would be an acceptable alternative for a variety of reasons. Peter expressed a concern that should the library give-up a full-time position with benefits that it might not get the position back in the future. He suggested that the library might be able to accommodate some of Katie's needs with more flexible scheduling, but would probably not be sufficient and Katie will be resigning. After a brief discussion, the consensus of the trustees was that the library needed to have two full-time librarians working in Youth Services.

Director's Evaluation – Some trustees had problems downloading and filling out the evaluation forms. The trustee agreed to send their individual evaluations to Kathy Lussier, and that she would forward the

Minutes of the Meeting on September 22, 2016

Approved on 12/21/2016

evaluation to Sharon Connors and Anne Caldwell, the other two members of the ad hoc personnel committee. This committee would compile the evaluations into a single document for discussion at the next meeting.

NEW BUSINESS

Consider changes in the Capital Budget request – Peter distributed copies of the FY 2017 capital budget request. The request contained two capital budget proposals. One assumed that library would be moving ahead with the building project and the second, assumed that it would not. The first budget scenario focused on short-term capital needs; primarily capital equipment items. The second budget scenario focused on building needs identified in the C.I.C. Study, e.g. the HVAC system, carpeting, fire alarms. The town would have to address these needs if the building project did not move ahead. Peter said that would like to take a similar “two-track” approach to the FY 2018 capital budget.

Peter recommended that the library include automating its systems to accommodate Radio Frequency Identification (RFID) technology as part of the capital equipment budget under both budgeting scenarios. The SAILS network has initiated discussions with the major vendors of library RFID equipment on behalf of its member libraries. Peter anticipates a group purchasing arrangement that will significantly lower costs of automating with RFID. He noted that the library included this technology in past capital plans the library submitted, but the library had withdrawn it in 2011. Peter said that implementing this technology is now feasible because prices have come down, and the amount of activity that this system would manage, for example, checkouts, check-ins, reserves and interlibrary loans, has increase significantly. All of these factors make RFID a more attractive option.

Letter of Intent for the Library Construction Grant – State regulations require cities and towns to notify the MBLC of their intent to apply for a public library construction grant well in advance of submittal. The MBLC refers to this official notification as the Letter of Intent. The letter is actually a form. The MBLC uses the data collected by the form for its planning purposes. Submitting a Letter of Intent does not obligate a city or town to submitting a grant. It is Peter met with the Board of Selectmen on September 9 to explain this process and to ask them to authorize Mr. Cadime to sign when the letter. The selectmen agreed and authorized the Town Administrator to sign. The preference of the MBLC is to have the Board of Library Trustees sign-off on the Letter of Intent as well chief executive authority. Peter asked that the Board of Library Trustees vote to approve the submission and to authorize the chair to sign the letter.

The trustees review a draft of the Letter of Intent form. Trustees raised several questions about the project cost estimates reported on the form. Peter said that STV, the Owner’s Project Manager has

Minutes of the Meeting on September 22, 2016

Approved on 12/21/2016

supplied this information. He said that this is the best available information. In terms of public expectations, he felt that it was better to estimate high and adjust the cost downward later. The chair asked for a motion to approve the submission of the Letter of Intent. Sharon Connors so moved and Ann Caldwell seconded. There was no further discussion and the motion passed unanimously.

Election Day Survey – Peter reported that the library plans to do another Election Day Survey on November 8 at Seekonk High School, which is the only polling place that day. The library conducted its first Election Day Survey in 2012 and it was highly successful in collecting information from both library users and non-users. Peter said that he would be requesting the permission and support of School Superintendent Arlene Bosco, High School Principal Chris Jones and Town Clerk Jan Parker to run the survey. Although Peter did not anticipate having problems obtaining permission, he thought that such a request should come from the Board of Library Trustees. After a brief discussion, the consensus was that would be the best way to proceed. Peter said that he would prepare letters for the chair to sign.

Possible changes to the Library Building Program – Peter reported that the Facilities Study Committee was looking for ways to reduce the cost of the proposed building. The committee had already made several cuts and Peter was concerned that any additional cuts would come at the expense of the spaces recommended in the library's building program. Although he did not know the committee would ask to have the size of building reduced, he thought that the trustees should prepare for that question. Peter said that in his opinion, there was no reason to make significant changes in the building program. The document rests on solid research and has sound projections about the needs of library users. Furthermore, the committee had vetted the document through a process of public meetings and an on-line survey.

Extending the SPL's current Long-range Plan – The current long-range plan covers the period through the end of fiscal year 2017. The library must prepare an Annual Action Plan for fiscal year 2018 as part of the Town's budget process and the construction grant application to the MBLC. Peter did not have a specific proposal on how to update the plan and asked that the trustees defer this discussion until next month.

POLICY REVIEWS

Policy on Patron Records – No changes were recommend and there was no further discussion.

OTHER BUSINESS – Items requiring immediate action that are not part of the posted agenda because they could not be reasonably anticipate more than 48 hours in advance of the meeting.

Minutes of the Meeting on September 22, 2016

Approved on 12/21/2016

DIRECTORS REPORT for July/August – Peter did not send out a written report this month. Highlights from his oral report included:

- There were not statistics to report for the month, but looking at the raw data, circulation appeared to up slightly.
- The foot traffic count was down slightly, but we think that might be because counter does not distinguish two people who walk through together, which happens more frequently with the new automatic door.
- Peter reported on problems with a homeless man who was using the library. He had contacted Chief Mace and asked for advice and the library is in the process of reviewing its policies and procedures in this area.
- An anonymous person left a disturbing review of the library Google. It would pop-up if you click on the library's business listing. After a bit of effort, Google took down the offending post. The episode pointed out the need to monitor more closely our social media.
- The library offered several new and interesting programs, including the Seekonk Authors Night and Girls Who Code. The Youth Services Librarians are also experimenting with story hours that do not require pre-registering as way to boost attendance.
- The library has had a problem with bees getting into the building. The library called exterminators several times, but we cannot be eliminated the problem unless all the openings in outside sheathing are fixed. DPW will be scheduling repairs on the roof gutters on the northwest corner of the building. DPW re-striped the parking lot and mowed the two meadows on the Seekonk Meadows.
- The library is experience multiple problems with the network, including the server backup system, machines failing to connect to the network, and problems with DeepFreeze, which protects the client PC on the public network.

TRUSTEE'S COMMENTS, CONCERNS & SUGGESTONS -- None

NEXT MEETING & ADJOURNMENT

The trustees agreed to hold their next meeting on Wednesday, October 19 at 6:00 p.m. The chair asked for a motion to move the trustees meeting to the Multipurpose Room to participate in a joint discussion with the members of the Library Facilities Study Committee and the Seekonk Library Trust and to have the Board of Library Trustees meeting officially adjourn at the conclusion of this discussion. Sharon Connors so moved and Lynn Cristino seconded. The trustees unanimously approved the motion. The trustees moved their meeting at 7:10 and it subsequently adjourned at 8:15

Board of Library Trustees

Minutes of the Meeting on September 22, 2016

Approved on 12/21/2016

DOCUMENTS DSTRIBUTED AT THIS MEETING.

1. Draft of the Minutes of the July meeting
2. Draft of the Letter of Intent to apply for a library construction grant
3. Copy of the Library's FY 2016 Capital Budget Request
4. Draft of the Library's Annual Report to the Town for FY 2016
5. Policy on Patron Records

Minutes of the Meeting on October 19, 2016

Approved on 12/21/16

CALL TO ORDER – Vice-chair Sharon Connors called the meeting to order at 6:05. Other trustees attending were Ann Caldwell, Lynn Cristino, Kathy Lussier and Alyssa Richard. Library Director Peter Fuller and Assistant Director Kate Hibbert also attended. Mike Durkay arrived at 6:10 and Sharon Connor relinquished the chair to him. Cheryl Faria arrived at 6:30 and was recognize as attending.

MINUTES – Minutes of the previous meeting were not available. Peter said that we would send them out with a draft of the minutes from this meeting.

MAIL & OTHER COMMUNICATIONS – The trustees received a request to use the meeting room from Alan Zawadowicz. A trustee noted that the application was not complete and asked the name of the organization applying. Peter said the request was on behalf of the members of the Kingdom Hall-Jehovah's Witness at 290 Arcade Avenue. The applicants wished to put-up a display of literature about their faith and have people available to answer any questions the public may have. Peter told the representatives of the group that because of limited space and fire safety regulations, the library could not offer them space for such activities. Peter suggested as an alternative that the group apply to use the large meeting room. He stressed to the group that activities in the meeting room must be open to the public and be compatible with mission of the library. He also mentioned that the library allows the Memorial Baptist Church to conduct a discussion group at the library with the understanding it deals with philosophical questions and that there is no overt attempt to promote a particular religious viewpoint. Peter recommended that the Trustees reject the application as incomplete and allow him to discuss further the issues with Mr. Zawadowicz.

In the discussion that followed, a trustee asked if there was a legal concern about religious groups using a public resource. Peter said that he saw this as a policy issue rather than a legal one. He suggested religious groups could use the library meeting room as long as it was not for a religious purpose and that the activity supported the overall mission of the library to inform and encourage community discourse. Some trustees noted that the library has only allowed the public to use its meeting room programs, presentations and similar informational activities. The requested use did not appear to fall into any of these categories. Peter admitted that in attempting to accommodate this group of users, he liberally interpreted the meaning of program. In the discussion that followed, the trustees developed a consensus that the proposed use did not fall within the scope of intended uses assumed by the policy. The trustees subsequently accepted the Peter's recommendation not to approve the request and to have him contact the applicants to explain the policy concerns and to obtain additional information.

REPORTS

Meadows Management Committee – The chair decided to delayed this report until Cheryl Faria arrived.

Minutes of the Meeting on October 19, 2016

Approved on 12/21/16

Facilities Study Committee – Alyssa Richard reported that members of the Library Facilities Study Committee [LFSC] met with the town's Finance Committee and the Capital Improvements Committee. The committee also had display at the Aitken School Pumpkin Sumptin. There was a great deal of public interest in the project at this event. The architects and OPM are working on final details of the schematic design and costs projections. The LFSC will host a public meeting on Wednesday, November 16 here at the library. Jeff Hoover and other members of the design team from Tappe Architects will preview the design that the committee will present at Town Meeting on November 28.

Friends of the Library – Kathy Lussier reported that the Friends would hold their big holiday gift sale on November 26, the Saturday after Thanksgiving. This is also Small Business Saturday. It is a good opportunity to support both the Friends and some local, small businesses.

Seekonk Library Trust – Peter reported the Trust met on October 19... Lisa Spencer, President of the Trust has recruited Cheryl Stoukides to serve on the Board of Trustees as Treasurer. The Town Moderator, Peter Hoogerzeil will appoint her. Maureen has been working on updating the Library Trust Database. The trustees have asked us to get out their annual fundraising letter by November 1.

OLD BUSINESS

The Capital Budget request for FY2018 – Peter distributed copies of the library's Capital Budget Request for FY 2018, which he had submitted to the Town Administrator on October 4. Peter said that he submitted essentially two budgets as he had proposed at the September meeting. The first budget scenario assumed that the town would be moving ahead with constructing a new building, and the second scenario assumed that the library would remain in the existing facility. The first scenario focuses primarily on obtaining the capital equipment needed for both the immediate future and in a new facility. The second scenario focuses on the renovations and repairs that the town will need to undertake if the library is to continue operating in the existing building.

Personnel Changes – Michelle Gario's surgery went well and she is recovering at home. We expect her that she will be out until November 12. An illness briefly hospitalized Ben Phinney last weekend. We expect to have Ben back next Monday. Katie Corrigan has resigned here full-time position as a staff librarian in Youth Services. Peter plans to promote Amy Greil, who currently works as a part-time librarian in Adult Services, into the Youth Services Position. Katie is willing to return to working part-time in Adult Services, so Peter has offered her that position.

Ben Phinney is the new chapter chairperson for the Library Staff Association. Peter met with Ben, Shawn Flood from Mass. AFTA, Town Administrator Shaw Cadime to discuss the creation of the part-time Library IT Support position. Shaw Flood has subsequently sent us letter of understanding on the

Minutes of the Meeting on October 19, 2016

Approved on 12/21/16

library's adding this position with the duties, hours and wages specified in the job description. We had advertised this on the job lines and received two applications. One person is not qualified, and the other person is Sharon Fredette. Peter said that he would like to hire Sharon as soon as possible because of a growing backlog of IT issues. The administration and collective bargaining unit have also agreed informally to initiate as soon as possible the process of reviewing job descriptions that was agreed to in the last contract negotiations.

Performance Evaluation of Library Director (Personnel Sub-committee) – Kathy Lussier reported that she did not receive performance evaluations from all of the Trustees and she was having problems sharing the evaluations with other members of the ad hoc personnel committee. The trustees agreed to have their individual evaluation forms completed and into Kathy by [date?]

Extending the SPL's current Long-range Plan through FY 2018 –Peter suggest that the Board of Trustees consider extending the library's current long-range plan through the end of December 2018. This will carry the library through the cycle of decisions needed to approve the new building. Peter suggested that a full-scale long-range planning effort would be in order after the trustees know if the town will proceed with constructing a new library. The staff will review the current plan and revise items as needed to keep the plan effective. The staff will present the revised plan to the trustees at the November meeting. A trustee asked if there would be an adverse reaction from the MBLC to extending the plan. Peter's general impression was that the MBLC would see this as a reasonable extension. Another trustee also noted that this was an unusual situation and that the library did not have a history of extending its plans.

NEW BUSINESS

Update on FY 2017 Action Plan – Peter distributed an Executive Summary of a revised and updated version of the Library Action Plan for FY 2017. The major addition to the plan was to include starting a library automation project using RFID technology. This project had not been anticipated when he drafted the original plan in November 2015.

Update on FY 2018 Action Plan – Peter said that he plan to present the Library Action Plan for FY 2018 to the trustees at the next meeting. He had started work on the plan but wanted to wait on moving further until the other librarians on staff had an opportunity to provide their input.

Delay Opening for a Staff Meeting – Peter asked the trustees to delay opening the library until noon on Friday, November 18 in order to hold a general staff meeting and to conduct some training. Sharon Connor so moved and Ann Caldwell seconded. Peter said that he selects Fridays for these meetings

Minutes of the Meeting on October 19, 2016

Approved on 12/21/16

because it tends to be least busy time of the week. There was no further discussion and the trustees approved unanimously.

UNANTICIPATED BUSINESS [Items that may require immediate action but the chairperson could not reasonably anticipate more than 48 hours in advance of the meeting] – None.

LIBRARY POLICY REVIEWS

Collection Development Policy – Peter requested that the trustees postpone this review. He said that Kate Hibbert will be coordinating collection development and that updating the policy was one of her assigned priorities in the coming year. The trustees agreed to postpone discussion.

DIRECTORS REPORT – Peter did not submit a written report. Highlights of the oral report include:

- Budgets – Expenditures for FY 2017 are on target through the first quarter. The library depleted the vacation replacement line already because we hire some librarians from BiblioTemps. The library does have a surplus in the salary line because unfilled vacancies, however.
- Statistics – Circulation appears to be keeping pace with last year. We cannot deliver a complete report because we still need to collect all of the data into the report form yet. We will have that ready for the next meeting.
- Programs – Sharon Clarke reports that the experiment with drop in story hour [i.e. those that do not require people to register in advance] was successful. The audiences were comparatively small but highly enthusiastic at both the panel discussion with local authors and the program on publishing a children's book were. These are good examples of what the library considers quality programs that may not necessarily draw big crowds. Peter will report statistics on all programming in his next report.
- Technology – Last month Peter attended a group meeting of other library directors and representatives of Biblioteca / 3M. They are a major vendor of library RFID equipment. Kate attended a second group meeting today with representatives of TechLogic, the other major vendor in this field. The library will be submitting information to both vendors in order to obtain prices.
- Election Day Survey – The library received permission to do a survey on Election Day. The Town Clerk plans to set-up everyone in the corridor exiting the polls so we have to change our poll taking strategy. We will be recruiting volunteers and regular staff members to cover the entire day.

Minutes of the Meeting on October 19, 2016

Approved on 12/21/16

TRUSTEE'S COMMENTS, CONCERNS & SUGGESTIONS

NEXT MEETING & ADJOURN

The trustees agreed to hold their next meeting on Wednesday, November 16 at 6:00 PM. The chair noted that this was the same evening as the presentation on the new building project, and that the trustees should plan to attend. He then asked for a motion to adjourn. Sharon Connors so moved and Lynn Cristino seconded. The trustees unanimously approved the motion and ended the meeting at 7:05.

DOCUMENTS DISTRIBUTED AT THIS MEETING

1. Application to Use the Meeting Room
2. Library Capital Budget Request for FY 2018
3. Executive Summary of the Revised & Updated Action Plan for FY 2017

Board of Library Trustees

Minutes of the Meeting on December 21, 2016

Approved on January 24, 2017

CALL TO ORDER -- Mike Durkay called the meeting to order at 6:05. Other trustees attending were Ann Caldwell, Sharon Connors, Lynn Cristino and Cheryl Faria. Library Director Peter Fuller and Associate Director Kate Hibbert also attended.

MINUTES – The chair asked if everyone had reviewed the minutes of the meeting held on September 22, 2016 and October 19, 2016, and then asked for a motion to approve the minutes. Ann Caldwell so moved and Cheryl Faria seconded. The trustees did not suggest any additions or corrections. Sharon Connors said she would abstain from voting on the September minutes because she was not there. The trustees then voted 4 to 0 to approve the September minutes, and vote 5-0 to approve the October minutes

MAIL & OTHER COMMUNICATIONS – The trustees received the following items in the mail.

- 1) The trustees received confirmation that the state deposited \$11,944, the first portion of the FY 2017 LIG/MEG grant money into a Town Account.
- 2) The trustees received an inquiry from the Guidance Department at Seekonk High School about presenting the Library Trustees Award. All of the trustees were in favor of presenting the award again next year and they asked Peter to respond to the Guidance Department.
- 3) The trustees received a letter from Mr. Dennis Toprac concerning the use of the library's meeting room by the Memorial Baptist Church of Seekonk. Mr. Toprac objected specifically to a program called, Victory Café. Mr. Toprac asked that the group be denied future use of the meeting room.

Discussion: Peter reported that he spoke with Mr. Toprac on the telephone about this issue in November. Peter said that Mr. Toprac raised the same concerns with him about a religious group using a public building, and that this program would make some members of the community uncomfortable and unlikely to attend. Peter said that he told Mr. Toprac that although this was a religious group, their purpose for using the room was not specifically religious and fit under the broad mission of the public library. Furthermore, the trustees had approved the use of the room on the condition that there were no overtly religious activities. He told Mr. Toprac that the trustees had approved three meeting and asked him to report back to them before any future meetings could be booked. Peter noted that although the meeting room policy required meetings and events to be open to everyone, people were free to attend or not. In this opinion, the library had failed in its mission to inform and encourage public dialog if it refused use of its meeting rooms based on the viewpoints of the users. He pointed out that it was his understanding that such a denial was illegal. Peter distributed copies of Mr. Toprac's letter along with a copy of the Memorial Baptist Church original application to use the meeting room. After reading Mr. Toprac's letter and re-reading the application to use the meeting room, the trustees raised several questions about the nature of the program and the number of people attending. Several trustees were curious as to why the group was using the library and not at their own

Board of Library Trustees

Minutes of the Meeting on December 21, 2016

Approved on January 24, 2017

church. The trustees also asked if there had been other complaints and if the program was being monitor by the library staff. Peter answered that there were no other complaints and that the staff was not monitoring the content of the program. A trustee noted that the original application was from Rev. Dr. Luz Celnar Tirado, who identified herself as a member of the Church. This trustee was not clear on whether or not this was an officially sponsored church group. The application also indicated that the topic of discussion would change at the February session. "The sessions that follow will be formed by the needs of the group and vision of Memorial Baptist Church. Several trustees thought that this indicated a change in the character of the program. If that was the case, the group should be required to reapply to use the meeting room. After further discussion, a consensus emerged that the situation required further investigation. Peter said that he would contact Rev. Dr. Tirado and report back at the next meeting of the board. The trustees also agreed that the chairperson should respond to Mr. Toprac in writing. The essence of the letter should be that the activities of the group fall within the general mission of the library, to the trustees' knowledge the group is observing the established guidelines, and the library will investigating the matter further before taking action on Mr. Toprac's request.

REPORTS

- 1) Meadows Management Committee – There was no report.
- 2) Library Facilities Study Committee [LFSC] – Peter reported that the committee met on Dec 15. The primary items of business were to (1) review the grant application checklist, and (2) followed up on concerns about zoning expressed at Town Meeting. Peter said that he had contacted John Aubin, the Town Planner. He would be able to supply a brief description of the actions needed to address zoning and planning issues. The committee also discussed its role moving forward. The Selectmen indicated at a recent meeting that the Town Meeting will most likely repeal the permanent building committee by-law when the By-law Study Committee presents its recommendations at the Special Town Meeting in February Town. This means that Town will mostly likely return to its past practice of appointing special ad hoc building committees for each project.
- 3) Friends of the Library – Peter reported that the Friend's Sale the Saturday after Thanksgiving was successful. He thought that they made about \$1,300 from the sale and the raffles. A new Town Administrative Policy requires all town volunteers to sign a liability waiver. Some Friends have refused to sign the waiver form. Both Kate and Peter will continue to work convince the volunteers of the necessity of signing the waiver.
- 4) Seekonk Library Trust —Peter reported that the Trust sent out letters before Thanksgiving to solicit donations to The New Century Fund. The response has been slow, but they have raised about \$4,600 to date. Lisa Spencer, President of the Trust has recruited Cheryl Stoukides to replace Ed Galvin as Treasurer. Mr. Galvin's firm will continue to provide accounting and

Board of Library Trustees

Minutes of the Meeting on December 21, 2016

Approved on January 24, 2017

bookkeeping services, however. Peter said that they have not worked out the details yet on handling day-to-day activities paying bills.

OLD BUSINESS

- 1) Election Day Survey – Kate provided a brief summary of the results. The library received over 800 responses from library users but only about 150 from non-users. The number of responses was disappointing but early voting and the location assigned to the library were most likely responsible for the lower numbers. In 2012, polltakers were able to approach people as they waited in line to enter the polls, this year the polltakers had to catch people as they exited the polling place.
- 2) Staff meeting on Friday, Nov. 18 – The general staff meeting was high useful. We used a good deal of the time to go through an exercise on the goals and objectives. A trustee asked if the library should hold these meeting more frequently. Peter said that he was unsure if the original quarterly schedule was feasible, but meeting twice a year, for example, a month or so before town meetings, would seem make sense.
- 3) Town Meeting & Building Warrant Article – The trustees engaged in a general discussion about the Town Meeting. All the trustees agreed that Jeff Hoover, the architect, Tim Singleton, the OPM and Anne Miller, chair of the LFSC did an excellent job. Several trustees felt that the presenters handled well the issue of the project's cost. A trustee noted that more people attended this town meeting than usual. The library may have benefitted from have some other issues on the warrant, which brought out an audience inclined to support the library. All agreed that supports of the project would need to do a better job getting voters out the fall town meeting in 2017 when the town expects to vote on funding.
- 4) Follow-up on meeting room use by Memorial Baptist Church- There was no further discussion because trustees have already discussed this topic earlier in the meeting.
- 5) Capital Budget Request for FY 2018 / Automation with RFIId– Peter reported that the library has to modify its capital budget request. The will need to replace its server as soon as possible, so the library will use funds from the library's operating budget. Peter said that he had met with Sue Rutter, who is the MCIC liaison with the library to discuss the capital budget request. He explained the need to replace the server. Peter said that Ms. Rutter understood the library's submitting two capital budget plans depending on the town's moving ahead with a new library building or not. Peter also informed Ms. Rutter that the radio frequency identification [RFIId] automation project will be a priority regardless of the fate of the building project.
- 6) Construction grant application – Peter distributed the latest checklist for the library construction grant, which is due Thursday, January 26. He said that he had not starting writing the grant yet, but is working on a list items that he will assign to staff members. The proposed work schedule is:
 - Wednesday, January 4 – Inventory of all the materials needed for the grant and have a list of items outstanding.

Board of Library Trustees

Minutes of the Meeting on December 21, 2016

Approved on January 24, 2017

- Thursday, January 5 – Conference call with architects & OPM – finalize list of needed items
 - Monday, January 9 – Receive all components of the grant
 - Wednesday, January 11 – Finish a first draft for circulation to the architect, OPM and LFSC for comment
 - Monday, January 16 – Deadline for submitting comments, corrections, etc.
 - Wednesday, January 18 – Finish a revised draft incorporating comments and changes
 - Friday, January 21 – Deadline for comments on Final Draft
 - Monday, January 23 – Assemble the grant packages and ship them to the MBLC
- 7) Performance Evaluation of Library Director – The trustees deferred action on this item until all three members of the Personnel Sub-committee were present.

NEW BUSINESS

- 1) Action Plan for FY 2018 – Peter distributed an “executive summary” of the Action Plan. The library based its plan on an extended version of the current long-range. The action plan largely reflects objectives that the library pursues currently. Peter said that the plan focuses on core services and he did not anticipate any new major service initiatives in FY 2018.
- 2) Operating Budget Request for FY 2018 – Peter distributed the budget package to the trustees. He had entered the budget on worksheets similar to those that the Town Administrator had requested in the past. The package also included a summary sheet that had had amounts for each line item over the past. The budget request for FY 2018 meets the state’s municipal appropriation requirement [MAR] and the provision to spend 16% of the total budget materials.

The request does not include raises for union employees because their contract expires on June 30, 2017. Peter did include an amount to give merit raises to himself and the Associate Director should the trustees decide to do so. The request did include funding to have people promoted into the positions of Librarian II and Customer Services Associate II. The budget includes approximately \$4,000 to assume the cost of most of the museum passes. Peter argued that providing these passes is a basic service and the library paid for them from its operating budget. Peter asked the Board vote to approve the submission of the budget as presented with final approval conditional upon a review of changes suggested by the Town Administrator and Finance Director. Sharon Connors so moved and Ann Caldwell seconded. There were several questions about the content of individual line items. After a brief discussion, the trustees vote 5-0 to approve the motion to submitting the budget pending their final approval in January.

- 3) Holiday Closings for December --Because the Holidays fall on a Saturday & Sunday, the library will close at noon on Saturday, December 24 and will be closed all day on Monday, December 26. The library will also close at noon on Saturday, December 31.and will be closed all day on January 2.
- 4) Request from Trustees of the Seekonk Library Trust – During the Town Hall presentation on the new building project, the OPM projected that the town could raise \$250,000 to \$500,000 in private funding. The library trust expects that it will be the primary vehicle for raising those funds. The

Board of Library Trustees

Minutes of the Meeting on December 21, 2016

Approved on January 24, 2017

trustees of the library trust wished to begin a dialog with the library trustees and the facilities committee on the subject of fundraising. The trust would specifically like to know what items would need require private funding; the project cost of these items, and if naming opportunities exists for some of these items. After a brief discussion, the trustees developed a consensus that (1) the library trustees should work with the library trust to develop realistic fundraising targets, (2) the staff should begin developing a list and budget of items needed for the library trustees to review, and (3) the library trustees will consider naming opportunities after they had a better sense of the need.

UNANTICIPATED BUSINESS – None were raised.

LIBRARY POLICY REVIEWS

- 1) Internet Use Policy – The staff did not recommend changes and there was no discussion.
- 2) Policy on Web links – The staff did not recommend changes and there was no discussion.
- 3) Social Media Policy – The staff did not recommend changes and there was no discussion.
- 4) Naming Policy – The staff did not recommend changes and there was no discussion.

DIRECTORS REPORT – The main points from the Director's Report were:

- Expenditures for FY 2017 are on target through the 2nd quarter
- Total circulation for the first quarter of FY 2017 was less than that of first quarter in FY 2016.
- The staff launched a campaign to reach more users through social media.
- There are some minor drainage issues on the roof that DPW will be addressing
- The library is back to full staffing levels, but we have not yet resolved the issue of adding a second level of librarians and customer services associate.
- The library's connection to the SAILS network failed, which disrupted services for several days. SAILS subsequently replaced the firewall, which fixed the problem.

TRUSTEE'S COMMENTS, CONCERNS & SUGGESTIONS – The trustees had no comments.

NEXT MEETING & ADJOURN – The trustees agreed to meet on Wednesday, January 18. The chairperson asked for a motion to adjourn. Ann Caldwell so moved and several trustees simultaneously seconded. The trustees adjourned their meeting at 7:35.