

Seekonk Library Board of Trustees

Meeting Minutes for January 21, 2009

Present: Mike Durkay, Richard Perry, Sharon Connors, Cheryl Faria, Deborah Bostain, Ann Borah, Paul Palange and Peter Fuller, Associate Director.

Meeting called to order at 6:00.

No agenda changes.

The Board accepted unanimously the minutes from the December 2008 meeting.

Mail: The Board approved a request by the U.S. Bureau of the Census to use the meeting room for training. The Board also approved a request by the Seekonk Girls Softball League to conduct registrations in the lobby. The Board approved a request from Cynthia Mason to use the lobby to collect signatures for a petition for the Community Preservation Act.

OLD BUSINESS:

FY 2010 Budget Proposal. Peter reported that he had met with Michael Carroll, the Town Administrator and Bruce Alexander, the Finance Director to discuss the library budget proposal for FY 2010. The discussion was extremely brief due to the uncertainty about state aid in next year. Peter also reported that because of proposed cuts in this fiscal year, the Town Administration was looking for cuts in the current operating year budget. The Trustees agreed to have Peter communicate to Mr. Carroll their (1) appreciation of the gravity of the situation, (2) concern that any cuts be equitably shared by all Town Departments, and (3) their willingness to discuss the matter with the Town Administrator once more information became available.

Lighting Project Update. The bids for the project will be opened on February 12. The Board should receive the Engineers (Creative Environment Corp.) recommendation at its next meeting.

NEW BUSINESS

Collection Development Policy. The Board approved unanimously the revised Collection Development Policy.

Ruotolo Fund Raising Study. The Board voted unanimously to share the findings of the fund raising consultant, Ruotolo Associates with the Seekonk Park Committee.

Request from Cable 9. The Board deferred action on a request from the Community Access Channel Cable 9 to mount a camera on the building to record the progress on the construction of the Seekonk Park. The Board asked Peter to report back with more information at a future meeting.

Library Cable Program. The Board approved unanimously the Director's request to produce a regular library program on the Cable Public Access Channel.

The Board accepted the Director's report that was send with the agenda.

Amended & Approved: February 17, 2009

Prepared by Peter Fuller

Seekonk Library Board of Trustees

Meeting Minutes for January 21, 2009

Bills were certified for payment.

Meeting was adjourned at 7:00 p.m.

Amended & Approved: February 17, 2009

Prepared by Peter Fuller

Seekonk Library Board of Trustees

Meeting Minutes for February 17, 2009

Present: Richard Perry, Sharon Connors, Cheryl Faria, Deborah Bostain, Ann Borah, Paul Palange, Sharon St. Hilaire, Library Director and Peter Fuller, Associate Director.

Meeting called to order at 5:58

The Board revised the agenda to include item D. Park Fundraising

Minutes. The Board approved the minutes by voice vote.

Mail: The Board received a letter from the Board of Library Commissioners notifying them that the first installment of the LIG/MEG grant was sent to the Town. The Board approved request from the Fresh Air Fund and the Seekonk Junior Golf League to use the lobby.

OLD BUSINESS: The order of business was changed while

NEW BUSINESS

DIRECTOR'S REPORT. The Board heard and accepted the Director's report on library activities..

Bills were certified for payment.

Meeting was adjourned at 7:20 p.m.

Seekonk Library Board of Trustees

Meeting Minutes for March 18, 2009

CALL TO ORDER. The meeting called to order at 5:58 p.m.

Present: Richard Perry, Sharon Connors, Cheryl Faria, Deborah Bostian, Ann Borah, Sharon St. Hilaire, Library Director and Peter Fuller, Associate Director.

| AGENDA CHANGES. The Board revised the agenda to include item D. Park Fund raising

MINUTES. The Board approved the minutes by voice vote.

MAIL. The Board received a letter from the Board of Library Commissioners notifying it that the first installment of the LIG/MEG grant was sent to the Town. The Board approved a request from the Fresh Air Fund and the Seekonk Junior Golf League to use the lobby.

OLD BUSINESS:

A. RFID Webinar. Chris Harris from SIRSI/Dynix gave an Internet/telephone presentation about radio frequency identification (RFID) technology and how it is being used in libraries. The library is considering SIRSI and its partner vendors as the source for a RFID security and self-checkout system. The security system and related automation are included in the Town's capital budget. Sharon is looking also for supplemental funds for various enhancements.

| B. Capital Improvements. Expansion of the Library: T-he Director reported that there appears to be no interest among elected officials or members of the Finance Committee in constructing a joint library/community center. She reported that the Town was exploring other options for building a community center.

C. Lighting. Peter reported that work on the lighting should begin in 4-6 weeks. An exact installation schedule has not been set because it depends on the delivery of the fixtures. Most of the work will be done between 6 a.m. and 3 p.m. Some areas of the library as well as the entire library will have to be closed during the installation. A total closing will most likely not be for an entire day. The BLT voted unanimously to allow the director to close the library at her discretion during the construction.

| D. Park Fund raising. Cheryl Faria updated the Board on fund-raising efforts of the Town Park Committee. The committee is seeking donations from every member of all the organizations associated with the project. A broader public fund-raising effort will be launched after the committee has achieved this "100% participation."

NEW BUSINESS

A. Special Funds Budget. The Board approved the Special Funds Budget and the authorized the Director to request from the Friends of the Library and Library Trusts funding for the programs specified.

Amended & Approved: April 15, 2009
Prepared by Peter Fuller

Seekonk Library Board of Trustees

Meeting Minutes for March 18, 2009

B. Warrant Articles. No action.

C. Trustees' Award. The Board agreed to continue giving the Trustees' Award to a graduating Seekonk High School senior and to use the current application procedure.

D. Gift Policy. The Board voted unanimously to approve minor revisions to the Gift Policy to reflect that the library receives gifts of items other than books and media.

DIRECTOR'S REPORT. The Board heard and accepted the director's report on library activities. The Board took special notice of the fact that total circulation for the year-to-date is about 5 ½ % ahead of where it was last year.

CERIFICATION OF BILLS: Bills were certified for payment.

ADJOURNMENT. Meeting was adjourned at 7:30 p.m.

Seekonk Library Board of Trustees

Meeting Minutes for April 15, 2009

CALL TO ORDER. The meeting called to order at 6:00 p.m.

Present: Richard Perry, Sharon Connors, Cheryl Faria, Ann Borah, Paul Palange, Sharon St. Hilaire, Library Director and Peter Fuller, Associate Director.

EXECUTIVE SESSION. A motion was made and seconded to enter executive session to hear a report on labor negotiations. The Board voted unanimously in favor with a roll call vote. Since Mr. Carroll had not arrived yet and the Trustees observer at the negotiations, Mr. Perry, had nothing to report, the Chair asked for a motion return to Open Session. The Board voted unanimously in favor with a roll call vote.

ELECTION OF OFFICERS. The Chair asked for nominations for Officers to server for April 2009 to April 2010 term. Mr. Palange moved that Mr. Durkay should continue to serve as Chair and that Mrs. Connors remain as Vice-Chair. Mrs. Faria seconded. Mrs. Connors agreed to serve. Mr. Durkay indicated that he was considering another elected office and should he pursue that office, he would have to resign from the Board. The major of Board felt that they would deal with that issue if and when it came up in the future. Mr. Durkay then agreed to serve. The Chair and Vice-Chair were re-elected by acclamation. Mrs. Faria made a motion that that Mr. Palange be elected as Secretary. Mrs. Borah seconded. He was also elect by acclamation.

MINUTES. The Board approved the minutes by voice vote.

AGENDA CHANGES. None

MAIL. The Board reviewed and approved requests from the Attleboro Council for Children and the Life Home School Support Association to use the Library's meeting room.

OLD BUSINESS:

A. FY 2010 Budget. The Director reported that she was waiting to hear on what action the Board of Selectmen will take on the Library's budget request.

B. Trustees Calendar. The Board accepted the proposed calendar for the April 2009-2010 term. The calendar contains agenda items that will be consider next term.

C. Lighting. The installation has not been scheduled yet, but should begin in the next two or three weeks.

D. Capital Budget. The Director reported that the Board of Selectman did not include in the capital budget warrant expenditure for a radio frequency identification (RFID) security system and self-checkout station. She suggested that the library explore other sources of funding and that a building expansion plan move to the top of the Library's priority list of capital expenditures.

E. Seekonk Park Project. Mrs. Faria reported that the initial fundraising was going well and that grass should be planted soon.

Approved: May 20, 2009
Prepared by: Peter Fuller

Seekonk Library Board of Trustees

Meeting Minutes for April 15, 2009

NEW BUSINESS

A. Warrant Articles. The Board deferred discussion until Mr. Carroll arrived.

B. Library Cable Show. Shooting schedule has been delayed temporarily.

C. Free Storage Container. The Board agreed to allow the Friends of the Library to place a ninety-six square foot, temporary storage container on library property. The Board was not concerned by the advertising on the side of the container, which is being donated by WM Pack-Rat, LLC of Foxboro. The container replaces one that the Friends rent currently.

D. Lunch from Mr. Cavaco. The Director reported that Mr. Cavaco has generously offered to buy lunch for the entire library staff in recognition of Administrative Associates Day.

DIRECTOR'S REPORT. The Board heard and accepted the director's report on library activities. (Attached.)

CERIFICATION OF BILLS: Bills were certified for payment.

SECOND EXECUTIVE SESSION.

Mr. Carroll arrived and asked to address the Board about a transfer of Town Property. The Board asked Mr. Carroll if he would also bring them up-to-date on contract negotiations with library staff. A motion was made and seconded to enter executive session to discuss both issues. The Board voted unanimously in favor with a roll call vote. Mr. Carroll reported on the status of the negotiations. He also reported on a proposal that might require the Trustees to transfer control of some property adjoining the library. The Chair asked for a motion return to Open Session. The Board voted unanimously in favor with a roll call vote.

ADJOURNMENT. Meeting was adjourned at 8:10 p.m.

Seekonk Library Board of Trustees

Meeting Minutes for May 20, 2009

CALL TO ORDER. The meeting called to order at 6:00 p.m.

Present: Michael Durkay, Richard Perry, Sharon Connors, Cheryl Faria, Deborah Bostain, Paul Palange and Peter Fuller, Associate Director.

EXECUTIVE SESSION: A motion was made and seconded to enter executive session to discuss the director's contract and to hear a report on labor negotiations with the staff. The board voted unanimously in favor with a roll call vote. The chair asked for a motion return to open session at 6:35 p.m. The board voted unanimously in favor with a roll call vote.

MINUTES: Minutes from the previous meeting were not available.

AGENDA CHANGES: None

MAIL: The board received a letter from Bernadette Huck inviting the library to be a co-sponsor of the Mass. Municipal Association Home Energy Seminar on September 17. The board voted to accept the invitation.

The board congratulated MaryEllen Siniak and Sharon Clarke for receiving the Mass. Library Association's Public Relations Award for the online summer reading program created by the library's Youth Services Department.

OLD BUSINESS:

A. Seekonk Park Project: There was some discussion about the proposed warrant article regarding the merging of the Park Committee. Cheryl Faria who is chair of the Park Committee reported that the committee has some concerns about the move. She said that she would discuss those concerns with Dave Parker and then send an e-mail to the board reporting what she had learned.

B. Closing to the Public on May 22: The library closed on Saturday, May 22, because the parking lot was being paved. The staff was given the option of working or taking a vacation or personal day.

C. Trustees Award: The Guidance Department at the high school will meet next Tuesday night to decide who should receive the award. The award will be presented at Class Night on June 10 at 7 p.m. The department also invited a trustee to make the presentation. If a trustee is not available, the department could arrange for someone else to make the presentation.

D. Town Meeting: There will be two Town Meetings; one on May 27 and the other on June 22. Financial matters will be taken –up at the June meeting.

E. Lighting Project: The electricians are about halfway finished. There have been few disruptions in the library routine. Some lights will have to be re-installed but overall, we are pleased with the work.

Seekonk Library Board of Trustees

Meeting Minutes for May 20, 2009

F. FY 2010 Budget Request: A copy of the budget request with the selectmen's recommendations was distributed to the board. The selectmen cut the town manger's recommendation by approximately \$21,000. Among the cuts were additional staff hours for the Technical Services Department and additional funds in the vacation replacement account.

NEW BUSINESS:

A. Survey: Five hundred and seventy-five people responded to the library survey. The board received the raw data and a compilation of people's comments. An analysis will be forthcoming. Peter Fuller said that Anne Klegraeffe did an excellent job pulling the survey together, and he thanked the Friends of the Library for their assistance.

B. Vote on Policy: Disposal of Surplus Property: Minor revisions were suggested to reflect changes in the Library Gift Policy. The board approved unanimously.

C. Review Policy: Customer Services: No changes were recommended.

D. Review Policy: Lobby & Meeting Room: No changes were recommended.

E. Review Policy: Art Exhibition & Display Case: No changes were recommended.

F. Changing the Borrowing Period for DVDs: It was suggested that the library consider changing the borrowing period for new DVDs from three weeks to one week. That would be in line with most public libraries in the SAILS system. Although the library does buy multiple copies of DVDs, new DVDs are seldom on the shelf. It is hoped that the shorter borrowing period will increase turn-over and circulation. The change will be included in the package of borrowing rules and fees that is presented annually at the June meeting.

G. Closing Friday, July 3: The board was asked to close the library on Friday, July 3, in order to save money. Under the existing employee contract, employees are off on Friday when a paid holiday falls on a Saturday. Because many of the public service people work on an alternating Friday/Saturday schedule, there would be no one to cover on Friday. In order to remain open on Friday, the library would have to call in additional workers and/or pay holiday time to some workers. Since the day before July 4 has historically been very slow, it has been the library's practice to close. The board voted unanimously to close.

DIRECTOR'S REPORT: The board heard and accepted the director's report on library activities. Noteworthy items included: total circulation is up 7 percent over last year; the annual meeting of the Friends of the Library will be June 3 at 7 p.m.; and the library purchased a cash register to use at the circulation desk in order to tighten internal controls.

CERIFICATION OF BILLS: Bills were certified for payment.

Seekonk Library Board of Trustees

Meeting Minutes for May 20, 2009

ADJOURNMENT: Meeting was adjourned at 7:50 p.m.

Seekonk Library Board of Trustees

Meeting Minutes for June 17, 2009

CALL TO ORDER. The meeting called to order at 6:00 p.m.

ATTENDING. Trustees: Michael Durkay, Richard Perry, Sharon Connors, Cheryl Faria, Deborah Bostain. Sharon St. Hilaire, Library Director and Peter Fuller, Associate Director.

EXECUTIVE SESSION: A motion was made and seconded to enter executive session to discuss strategies concerning administrative staff compensation, labor negotiations and property management. The board voted unanimously in favor with a roll call vote. The board voted unanimously to approve a two percent merit increase in the salaries of the Director and Assistant Director based upon their written performance evaluations. The chair asked for and received a motion to return to open session at 6:25 p.m. The board voted unanimously in favor with a roll call vote.

MINUTES: Minutes from the April meeting were not available. They Section D. under Old Business in May meeting minutes was amended to correct the date of Town meeting from June 24 to June 22. Minutes were accepted as amended. (The date of this meeting was subsequently changed to June 18.)

AGENDA CHANGES: None

MAIL: The board received a letter from the Massachusetts Board of Library Commissioners award the library an additional \$2,931.25 in state aid.

OLD BUSINESS:

A. FY 2010: The Director has sent an email to the Trustees on June 16 outlining the status of the FY 2010 budget request. The exact budget amount wasn't known at this time because of some last minute adjustments, but she is certain that it is sufficient to meet the MAR and materials expenditure requirements needed to meet the state standards for certification.

B. Lighting Update: Most of the light in the public and staff work areas has been installed. Lighting is still on-order for the lobby and public restrooms. The light in some areas was found to be inadequate. Since the project is still under-budget, Creative Environment was asked to obtain a quote from Young Electrical to install additional lighting. The quote was for \$5,816.50. A motion was made to approve the expenditure for the added lights. The motion passed unanimously.

C. Seekonk Meadows Update: Cheryl Faria, chair of the park committee reported that they were working a public relations plan. There is apparently some misunderstanding about the capping of the landfill and the park project. The landfill capping project is not 100% complete and the park construction project has not begun. Construction cannot begin until the Massachusetts Department of Environmental Protection issues a "post closure use permit." The committee is continuing its fundraising and hopes to begin construction in the spring of 2010.

NEW BUSINESS:

Seekonk Library Board of Trustees

Meeting Minutes for June 17, 2009

A. Annual Review of Fees and Borrowing Rules: A schedule of fees was presented to the board along with recommended loan periods. Since FY 2010 had not passed the board deferred a decision on the fee for out-of-state residents, but it did approve all other fees. The board approved changing the loan period for DVDs to one week. The length of the borrowing period for all other items remains the same.

B. Review of the Circulation Policy: No changes were recommended.

C. Purchase of a Portable Stage: The bookstore that was closing had a large, multi-section stage for sale for \$700. The Director pointed out that this was a bargain considering that the library had rented a stage for the summer concert series for about \$1,000. A motion was made and the board unanimously approved the purchase of the stage from state grant funds (LIG/MEG).

D. Purchase of Replacement Computers. The board unanimously approved the expenditure \$1,136 to purchase two replacement computers. The funds will come from the operating surplus in this year's budget. The FY 2010 budget will be reduced accordingly.

E. Sunshine Fund. Each trustee contributes to a fund that is used to send cards, flowers, etc. to person associated with the library who may have experienced an illness or loss. It was suggested that some procedure be established for these purchases. Mike Durkay will ask Anne Borah to undertake the task.

DIRECTOR'S REPORT: The board heard and accepted the director's report on library activities. Noteworthy items included: total circulation in FY 2009 approximately 35, 500 over that of last year; the annual meeting of the Friends of the Library was June 3 at 7 p.m. Deborah Bostain, the board's liaison to the Friends reported that Pricilla DuValley is the new President and Jeanne Dunne is Vice-President; Frank DuValley has been appointed by the Friend to fill a vacancy on the Board of the Seekonk Library Trust, and Dave Cabral, the Deputy Superintendant of DPW has developed a new parking plan for the library that includes spaces for seventy-eight cars and a drive-up book drop. The plan must be approved by the zoning board and the DEP before implementation.

CERIFICATION OF BILLS: Bills were certified for payment.

ADJOURNMENT: Meeting was adjourned at 7:25 p.m.

Seekonk Library Board of Trustees

Meeting Minutes for July 15, 2009

CALL TO ORDER. The meeting called to order at 6:05 p.m.

ATTENDING: Trustees: Michael Durkay, Richard Perry, Sharon Connors, Cheryl Faria, Sharon St. Hilaire, Library Director and Peter Fuller, Associate Director.

EXECUTIVE SESSION.

A motion was made and seconded to enter executive session to discuss strategies concerning a pending grievance filed by the Library Employee Association. The Director reported that there was a dispute about vacation time carry-over and that she was discussing the matter with the Town Administrator. The chair asked for and received a motion to return to open session at 6:18 p.m. The board voted unanimously in favor with a roll call vote.

MINUTES: Minutes from the April, May and June meeting were approved as amended by unanimous voice vote.

AGENDA CHANGES: None

MAIL: None.

OLD BUSINESS

A. Capital Improvement Plan. The Director presented a draft of a capital improvements plan for the year 2011 to 2015. The draft was for discussion purposes and still needed some details on the price of some items. The proposed plan had five main elements.

1. Conduct comprehensive health and safety needs assessment that includes air quality, energy efficiency and structural integrity. The assessment should include a comprehensive envelope survey that examines siding, insulation, windows, doors, ceilings as well as the HVAC and ductwork. (\$12,000)2009
2. Paint interior and exterior of building (Cost to be determined by DPW) 2010
3. For public health reasons, the public and staff restrooms should be totally renovated. After 30 years, the flooring and fixtures should be updated. No amount of cleaning can improve the condition and smell. The public has repeatedly complained about the condition.
4. Materials Storage, self check out and RFID technology. The library still does not have enough storage to house the entire collection. Investigate alternative storage for media. Having to store current media behind desk is time consuming seeing they are our highest circulating collections \$130,000
5. Based upon updated building program, secure funds to hire an architectural firm to expand and renovate the library

Seekonk Library Board of Trustees

Meeting Minutes for July 15, 2009

B. Director's Contract. The Chairman is still working on the Director's contract.

C. Seekonk Meadows. Trustee Faria reported on the progress of the project to date. She said that she anticipated that the Board of Selectman would host a meeting in August to discuss the issue of how the park is to be governed in the future.

D. Emergency Lighting. Creative Environment Corp. has prepared a plan for replacing emergency lighting and signs. They estimate the cost as being in the range of \$15,000 - \$20,000. The library will solicit quotes from three contractors because this phase of the lighting project was not included in the original bid. A motion was made and seconded to expend an amount not to exceed \$20,000 for the project. The board approved unanimously.

NEW BUSINESS

A. Tutors. The library staff has received several complaints about the noise made by individuals who tutor students at the library. Several options were discussed to mitigate the noise. The possibility of charging tutors for use of the space was also discussed. The Director will report back at the next meeting of the board.

B. Confidentiality of Library Records. The board reviewed this policy. No changes were recommended.

C. Trustee's Sunshine Fund Guidelines. The board deferred discuss on this item until Ann Borah is back.

DIRECTOR'S REPORT

The board heard and accepted the director's report on library activities. Noteworthy items included; the materials appropriation for FY 2010 is about \$250.00 shy of the 16% requirement for state aid, total circulation for FY'09 was 275,878 - a 16.8% increase, the library hired Richard Ring to work as a substitute while Michelle is on maternity leave, and a cookout was discussed to recognize the staff's exceptional performance this past year.

CERIFICATION OF BILLS: Bills were certified for payment.

ADJOURNMENT: Meeting was adjourned at 7:25 p.m.

Seekonk Library Board of Trustees

Meeting Minutes for September 24, 2009

CALL TO ORDER: The meeting was called to order at 6:05 p.m.

ATTENDANCE: Trustees attending were Michael Durkay, Richard Perry, Ann Borah, Cheryl Faria and Deborah Bostian. Guests attending were Selectman Francis Cavacco, Town Administrator Michael Carroll, Seekonk Meadows Committee member Cynthia Corbett and Conservation Commissioner Robert McKenna.

Also attending, Peter Fuller, associate library director.

2. Agenda changes: None
3. Minutes: Minutes of the special meeting in August were not available.
4. MAIL: Requests from David Saad and the Seekonk Home Schoolers to use the meeting room were received and approved. A memo from Town Administrator Carroll regarding the process for submitting warrant articles was received. A copy of the Library's FY 2009 Annual Report was distributed.

5. OLD BUSINESS:

A. Meeting with Selectmen

Selectman Cavacco and Town Administrator Carroll asked the board to consider a proposal to divide responsibility for the eight-acre parcel occupied by the library and proposed Seekonk Meadows Park. Carroll proposed that a warrant article be prepared for the November Town Meeting to enact a bylaw establishing a Park Commission and defining its function. Additionally, the bylaw would divide responsibility for the parcel into two zones. The Park Commission and Board of Trustees would separately administer their respective zones. Trustee Faria in her capacity as chair of the Seekonk Meadows Committee had a working draft of such a warrant article. Carroll agreed to work with the Meadows Committee to draft an article appropriate for the Board of Library Trustees to submit to the Board of Selectmen.

B. Capital Improvement Plan:

Prior to the meeting Carroll mentioned that the Capital Improvement Committee asked department heads to submit any changes to the existing capital plan. The process is already in progress at the library. A draft of proposed changes was distributed for discussion last meeting. The library director will be contacting Dave Bowden, chairman of the Capital Improvement Committee.

C. Lighting Project

Seekonk Library Board of Trustees

Meeting Minutes for September 24, 2009

We have asked for some changes. Additional lighting will be installed in an area between the stacks. A fourth row of lights in the area in front of the main service desk will also be installed. Emergency lighting project has stalled. The electrical inspector questioned the original design, so CEC was asked to develop new specifications. The associate director will be seeking quotes as soon as the specifications are ready.

D. Survey data.

Chairman Durkay conveyed a message from the library director, who has been trying to synthesis a great deal of research. She has been analyzing data from the recent survey as well as from other sources. She asked that the trustees think about strategies to improve communication within our organization and to empower people with a goal of creating a more horizontal organization, which would be better suited to a rapidly changing environment. A draft analysis of the survey data was also distributed.

6. NEW BUSINESS

A. Appointment to Library Trust

The trustees reappointed Bill Harley to serve on the Board of the Seekonk Library Trust.

B. Policies

The trustees reviewed the library's Ethics Policy and Policy for Serving the Homebound. The staff recommended no changes.

C. Reserve Fund Transfer Advisory – Family Leave

Michelle Gario will start her maternity leave in November. Since her replacement is an unbudgeted expense, the library has filed a Reserve Fund Transfer Advisory with the Finance Committee.

D. Develop Budget Strategy for Town, Trust and Friends.

Discussion was deferred until next meeting.

E. Web Cam for meetings

The staff is investigating how to Web cast trustees' meetings as well as other library events. A "decision matrix" was distributed that contained the pros and cons of several options. Discussion was deferred to a future meeting.

Seekonk Library Board of Trustees

Meeting Minutes for September 24, 2009

F. LIG/MEG

A request was made to use LIG/MEG funds to buy a dozen desk chairs for the library's public computer stations. All of the chairs are filthy. Many are broken and potentially unsafe. The proposed replacement chairs were selected for durability and simplicity. They can also be easily cleaned. The trustees approved the expenditure of \$1,850 for the chairs.

A request was also made to expend \$7,300 for media shelving. Media accounts for roughly 30 percent of the library's circulation and shelving is inadequate. The library is using cardboard boxes to store and display CDs. Action was deferred until the next meeting.

7. Library Director's Report

The trustees received the director's report. Items of special note were:

The library was not quite as busy as July, but it did circulate more than 27,000 books in August, which is about 4,000 more books than the amount circulated in August 2008.

The Youth Services Department is working on a grant application to Mother Goose on the Loose program. That is an early childhood literacy project funded by the LSTA.

Ben Goudreau and Lindsey Crafford were hired as pages to replace Michael Maio and Hope Rochefort, and Paige Herd was hired to be an on-call substitute customer services representative.

NEXT MEETING: The next meeting is tentatively scheduled for October 15. Maureen will poll the trustees not attending to see if that date is acceptable.

ADJOURNMENT: Meeting was adjourned at 7:35 p.m.

Minutes of the Board of Library Trustees meeting on October 21, 2010.

1. Call to Order: Meeting began at 6 p.m. Trustees Ann Borah, Cheryl Faria, Deborah Bostian, Paul Palange, Richard Perry and Sharon Connors attended. Trustee Connors chaired the meeting. Library Director Sharon St.Hilaire and Associate Director Peter Fuller also attended.

2. Agenda changes: Emergency lighting was added as Item f. under Old Business.

3. Minutes: The minutes of the last meeting were amended to show that Ann Borah had attended, to correct the spelling of the name of Trustee Bostian and various minor edits. The minutes were then unanimously approved.

4. Mail: The trustees received the following mail, (1) a memorandum from the Massachusetts Board of Library Commissioners addressed to public library directors and trustees regarding library construction grants; (2) a copy of a memorandum from the town administrator to Sharon Clarke, steward of the employees union regarding vacation time carry-over; (3) a copy of a letter to Sheriff Thomas Hodgson from D.P.W. Superintendent Robert Lamoureux requesting workers from the Community Work Program to stain the exterior of the library,; (4) a copy of a memo to all department heads from Finance Director Bruce Alexander regarding the tax exempt status of the town.

5. Old Business

- a. Media Shelving. Trustee Ann Borah announced that she would abstain from the discussion and voting because her son-in-law works for Systematic, the shelving vendor. The trustees voted to expend \$7,500 from LIG/MEG to purchase new media shelving. The vote was five in favor and none opposed
- b. Long Range Plan & updated Action Plan , Strategic Plan. The library director presented a draft of the Library Action Plan for Fiscal 2011. After some discussion, the trustees agreed to examine it in detail at the next meeting. The director also announced that the Board of Selectmen invited every department head to its meeting that evening to outline the goals and objectives of their department for the coming fiscal year. The library director was

Minutes of the Board of Library Trustees meeting on October 21, 2010.

scheduled to present at 8:30 p.m. She intended to outline the planning process that the library is undertaking and reporting on progress made to date. Her objective was to communicate that the library was providing a good value to taxpayers because of careful planning.

- c. FY2011 Budget Strategy. The director reported that town departments have not received any specific instructions regarding the FY 2011 budget. The staff will submit a level services budget for the trustees to consider at their next meeting.
- d. Fall Town Meeting – Materials Handling System. Indications are that the library RFID security system will be on the warrant at the next town meeting as a part of the town's capital budget.
- e. Seekonk Meadows. Cheryl Faria reported that there will not be a warrant article pertaining to the park on the agenda of the next town meeting. The Board of Selectmen has determined that the library trustees do not have to surrender control of the property to some type of parks commission. She also reported that she will be working for the Library Trust to coordinate fundraising for Seekonk Meadows. The fence around the library parking lot was expected to be completed the week of October 26.
- f. Approve expenditure of \$12,000 for installation of emergency lighting. The library has received revised specifications for emergency lighting and signage upgrade. Quotes were solicited from three electrical contractors, and the low bid was submitted by Crouch Electrical of Easton, MA. The board unanimously approved the expenditure of \$12,000 from the capital project funds for the lighting.

Minutes of the Board of Library Trustees meeting on October 21, 2010.

5. New Business

- a. Policy reviews. The trustees reviewed and reaffirmed the following policies, the policy pertaining to Trustees Agenda Items, the library Internet Policy, the library Hyperlink & Blog Policy. The trustees also voted unanimously to amend the library Problem Patron Policy.
- b. Lion's Club Skating Rink. The Seekonk Lions Club suggested that it could donate a portable skating rink that could be installed on library property. Although that was generous, the director suggested that it might not be appropriate given the nature of the Seekonk Meadows project. She suggested that the Lions wait until the post closure use permit was issued by the Massachusetts department of Environmental Protection. At which time, the Lions could discuss it with the Seekonk Meadows Committee.
- c. HAPLR – SPL in the 96 percentile. HAPLR (Hennen's American Public Library Ratings) is a ranking of libraries in the United States developed by Hennen Consulting. The rankings are based on uniform data reported by state library agencies to the U. S. Department of Education. The Seekonk Public Library ranks in the 96th percentile among libraries that serve communities within our population range. For more information go to <http://www.haplr-index.com/index.html>

6. Library Director's Report

- a. Budget. Library spending is on target. The library has expended roughly 30 percent of its budget.
- b. Statistics. Circulation is running ahead of last year. Circulation for September 2009 was approximately 3,000 items ahead of September 2008.
- c. Grants. The Reader's Advisory Training Grant has concluded successfully. The final report by Adult Services Librarian Anne Klegraeffe was included in the meeting packet.
- d. Personnel. Michelle Gario is expected to going out on maternity leave at the end of October.

Minutes of the Board of Library Trustees meeting on October 21, 2010.

- e. Friends of the Library. The Friends met earlier this month. They are working on a variety of fund-raising ideas.
- f. Library Trust. The Trust began its annual New Century Fund campaign in October. Prospective donors are being given a wider variety of options as to how their gifts may be used.
- g. Gifts
- h. Building maintenance. Dave Cabral will arrange a meeting of the Department of Public Works (DPW) and library administrators to go over routine maintenance items that need to be done. Gas monitors have been malfunctioning, and the DPW is having a technician check them.
- i. Technology. Soliciting proposal of computer network maintenance. Primarily for FY 2011 budgeting, but it's a way to develop a relationship with vendors who we may need to call in an emergency.
- j. Other

8. Certification of bills. Bills were signed by the vice chairperson.

9. Adjournment. The trustees agreed to meet on Nov. 19 and then unanimously voted to adjourn at 7:40 p.m.

Minutes of the Board of Library Trustees meeting on November 19, 2009

1. Call to Order. Meeting began at 5:35 p.m. Trustees Ann Borah, Cheryl Faria, Deborah Bostian, Paul Palange, Richard Perry, Sharon Connors and Michael Durkay attended. Library Director Sharon St.Hilaire, Associate Director Peter Fuller, Town Planner John Hansen, and Carol Bragg from The Sustainable Seekonk Energy Committee also attended.

2. Agenda changes. The Board agreed to allow Mr. Hansen and Ms. Bragg to speak before it continued with the regular agenda.*

3. Minutes. The minutes of the last meeting were then unanimously approved.

4. Mail. The trustees received and approved a request by an organization named the Manufacturing Buddy Group to use the meeting room

* **Guests.** John Hansen, the Town Planner addressed the trustees about the process for developing a new comprehensive plan for the Town of Seekonk. As part of that process, the town planner as well as other members of the town Planning Board are interviewing members of all the governmental boards and commissions in town. The trustees shared their opinions with Mr. Hansen about the quality of life in town as well as their hopes for the future of the town.

Ms. Bragg addressed the trustees concerning an article appearing on the November 30th Town Meeting warrant that would commit the Town of Seekonk to achieving Green Community status under the Green Communities Act of 2008. The Sustainable Seekonk Energy Committee is asking various elected board in town to endorse the warrant article prior to the Town Meeting.

5. Old Business

a. Meadows update. Trustee Faria as chair of the Seekonk Meadows Committee provided the trustees with an update on the Meadows project. The construction phase of the landfill capping is virtually complete. The committee is focusing on fundraising and further development of the Meadows. The committee has also been trying to address issues related to the future management

Minutes of the Board of Library Trustees meeting on November 19, 2009

of the Meadows, The consensus of the committee and other interested parties is that the Board of Library Trustees should retain control of the site and assume responsibility for its management. The term of the existing Meadows Committee will expire at the end of June 2010. The committee recommends that a permanent committee, perhaps as a subcommittee of the Board of Trustees be appointed to manage the park. Trustee Faria also reported the Seekonk Public Library Trust, the 501-c-3 organization that raises money for the library as well as the Meadows had hoped to engage her as a fund raising consultant. In order to avoid the appearance of a conflict of interest, however, the Board of the Library Trust decided to advertise for applicants and engage in a competitive recruitment process.

b. Action Plan. The Library Director presented the trustees with a second revision of the Library Action Plan for FY 2011. The trustees will discuss it further at a future meeting.

c. Policy Review. The board deferred discussion on the Library's Blogging Policy until next meeting. The library staff is also working on a Internet Social Networking Policy that may be incorporated or supersede the Blogging Policy.

6. New Business

a. ALA Boston / Vendors Exhibits. The director suggested the trustee accompany some of the staff to the ALA meeting in Boston to see the exhibits of vendors selling RFID security systems, self-serve checkout stations, and automated materials handling systems. Many of the trustees were interested, and they asked her to provide more details at the next meeting.

b. Endorsment of the Green Communities warrant article. After discussing the issue, the trustees declined to officially endorse the warrant article. The consensus of the trustees was that while goals of the Green Community were laudable and worthy of their individual support, they felt it was not appropriate for the trustees to endorse a public policy that did not have a direct and quantifiable impact on the operation of the library.

c. Methane Gas Monitoring. The Department of Public Works had the sensors replaced on the methane monitors in the library. The technician who installed them asked that the library continue to monitor them daily and to report any abnormal readings. The technician felt

Minutes of the Board of Library Trustees meeting on November 19, 2009

that if the library continues to receive no indication of methane infiltration, he could recommend the town stop monitoring.

7. Library Director's Report

- a. Budget. Library spending is on target. The library has expended roughly 30 percent of its budget.
- b. Statistics. Circulation is running about 12% ahead of last fiscal year..
- c. Grants. Nothing
- d. Personnel. Michelle Gario had a baby boy.
- e. Friends of the Library. The Friends met earlier this month. They are working on a variety of fund-raising ideas.
- f. Library Trust. The Board postponed their scheduled meeting for this month
- g. Gifts
- h. Building maintenance. The new cleaning service is working out well.
- i. Technology. The library now has a Facebook page. Trustees on Facebook will be invited to become friends.
- j. Other. The trustees voted to approve the expenditure of \$2,128 from the town appropriation to purchase five PCs and two monitors through the SAILS library network.

8. Certification of bills. Bills were signed by the chairperson.

Minutes of the Board of Library Trustees meeting on November 19, 2009

9. Adjournment. The trustees agreed to meet on Dec. 16 and then unanimously voted to adjourn at 7:50 p.m.

Minutes of the Board of Library Trustees Meeting on December 16, 2009

- 1. Call to Order.** Meeting began at 6 p.m. Trustees Ann Borah, Cheryl Faria, Deborah Bostian, Paul Palange, Richard Perry, Sharon Connors, Michael Durkay, Library Director Sharon St.Hilaire and Associate Director Peter Fuller attended.

- 2. Adjourn into Executive Session.** There was no adjournment because there were no appropriate items to discuss at that time.

- 3. Agenda changes.** No changes requested.

- 4. Minutes.** The minutes of the last meeting were then unanimously approved.

- 5. Mail.** The Board of Library Trustees (BLT) received a letter from Marc Mazzarelli, the landscape architect who has been working on the Seekonk Meadows project. Mr. Mazzarelli noted in his letter several deficiencies in how his design was executed. The Trustees took his concerns under advisement.

- 5. Old Business**
 - a. Budget Proposal.** The BLT received the director's budget proposal for fiscal year (FY) 2010. After some discussion, the trustees recommend that the requested amount for library supplies be increase by \$700, and that the amount requested for computer equipment be increased by \$1,600. The BLT then unanimously approved a proposed budget request of \$819,839 for Fiscal 2010.

 - b. Warrant Article.** The BLT received a copy of the request submitted to the Board of Selectman to place an article on the Town Meeting warrant that would create a revolving fund for the library. Massachusetts General Laws (Chapter 44: Section 53E1/2) enables cities and town to establish revolving funds for special purposes. The establishment of such a fund would allow the library deposit and then draw upon revenues raised from coffee sales and charges for printing and faxing.

 - c. ALA Conference.** The annual ALA mid-winter conference will be held in Boston from January 15 to 18. Sharon will coordinate a trip of trustees and staff to view the exhibits of vendors who sell self-checkout and security equipment.

Minutes of the Board of Library Trustees Meeting on December 16, 2009

6. New Business

- a. Amendment of Bylaws.** The BLT received a draft amendment to their bylaws that would establish a permanent subcommittee of five persons to oversee the operation of the Seekonk Meadows. Trustee Faria reported that all of the existing committee members wish to be appointed to the permanent committee. The BLT then voted unanimously to amend the draft to appoint an eight-person committee, which was then adopted unanimously by the trustees.
- b. Exhibit Case Policy.** The director distributed a copy of the current policy governing the use of the exhibit case in the lobby. She suggested that the BLT consider allowing businesses and others who sell their artwork or merchandise to use the exhibit case. Several trustees expressed reservations about allowing the library to be used that way. The trustees also noted that the current policy is ambiguous and appears to imply that art and crafts may displayed for sale. Sharon suggested that the policy be reworked and submitted to the BLT at its next meeting.
- c. Draft of a Social Networking Policy.** The director distributed a draft of a proposed policy to govern the use of the library blog, Facebook page and Twitter account for consideration at the next BLT meeting. The library is rapidly moving ahead with using all of those social networking sites on the Internet, and it was advised that the library adopt basic guidelines for these new services.
- d. Closing December 26th.** The director requested that the library be closed the day after Christmas because of the additional cost of providing coverage during a day when the library has traditionally been lightly used by the public. The closing will also allow some maintenance to be performed on the library computer network. After a brief discussion, the BLT voted unanimously to close that day.
- e. Purchase Additional Media Shelving.** The associate director reported that the public had a favorable reaction to the new media shelving that has made the collection more accessible. He requested that the BLT approve the expenditure of additional state grant funds (LIG/MEG) to purchase additional shelving. Six trustees voted to appropriate \$3, 350 for the purchase. Trustee Borah abstained from the voting.

7. Library Director's Report

Minutes of the Board of Library Trustees Meeting on December 16, 2009

- a. Budget. Library spending is on target. The library has expended roughly 51 percent of its budget.
- b. Statistics. Circulation is running about 12 percent ahead of last fiscal year.
- c. Grants. No report.
- d. Personnel. No changes to report.
- e. Friends of the Library. The Friends of the Library (FOL) requested that it be allowed to use the library copy machine to produce its newsletter. The FOL will use paper it purchased. The BLT approved unanimously.
- f. Library Trust. No report.
- g. Gifts. None.
- h. Building maintenance. The emergency lighting and signage has been installed. The remaining lights should be delivered this week and installed as soon as it can be arranged.
- i. Technology. No report.
- j. Other. It was suggested that the time allotted guests to address the BLT be limited to 10 minutes. All of the trustees agreed that subject to the discretion of the chair, the time limit on speakers should become standard procedure.

8. Certification of bills. Bills were signed by the chairperson.

9. Adjournment. The trustees agreed to meet on January 20, 2010, and then voted unanimously to adjourn at 7:50 p.m.