

Minutes of the Board of Library Trustees meeting on January 20, 2010

1. **Call to Order.** Meeting began at 6:05 p.m. Trustees Ann Borah, Cheryl Faria, Deborah Bostian, Paul Palange, Richard Perry, Michael Durkay, Library Director Sharon St.Hilaire and Associate Director Peter Fuller attended.

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2. **Agenda changes.** No changes requested.

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

4. **Mail.** None received.

5. Old Business

a. Town Meeting January 25th. There are several library related items on the Town Meeting warrant. The director reported that the wording on the warrant article to create a revolving fund for library revenues from coffee sales, printing, etc. was incorrectly worded, and limited to just coffee sales. Since it was unclear how the town moderator would handle any amendments, the town administrator suggested that wording be left as is with the understanding that it will need to be amended at a future meeting. Several members of the board also expressed reservations about the proposed Town Charter amendments. Several of those would appear to limit the board's ability to appoint the director, set fees and fines, and otherwise infringe upon the management prerogatives of the Board of Library Trustees.

b. Lighting Project Update. Some of the lights were not shipped; so the lighting project is not complete.

c. FY11 Budget. There was a small miscalculation in the budget presented at the last meeting. The board voted unanimously to approve a budget request in the revised amount of \$821,509. A meeting with the town administrator and finance director will be scheduled soon to discuss the request.

d. Strategic Plan.

e. Warrant Articles, January 25th Town Meeting. See item a. above.

f. Social Networking Policy. The trustees voted unanimously to approve the Internet Social Networking Policy.

6. New Business

a. Collection Development Policy. A copy of the policy was not sent with the minutes, so the board agreed to postpone discussion.

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- b. Meadow's Report. Trustee Faria reported that 89 people attended the dinner/dance fundraiser for Seekonk Meadows. The amount raised was unknown at this time. Chairman Durkay noted that Ms. Faria had done an excellent job at the event.

Trustee Faria report that the Meadows committee has been working on a draft of rules by which the subcommittee of the board will operate. A copy was distributed to the trustees. The director also submitted several revisions to that draft. Since any change of the Board of Library Trustees bylaws must be posted 30 days in advance of the proposed changes, no action could be taken. The trustees agreed to place the item on the agenda for the next meeting for action at a future date.

- c. Ethics Law. The State of Massachusetts has a new law that mandates ethics training for all public employees and governmental officials. Packets explaining the program were distributed. Associate Director Fuller will coordinate the collection of the compliance paperwork for both the staff and trustees.

- d. Succession Planning. Chairman Durkay asked the board to consider a new item and the board agreed. The chairman expressed concern about future changes in leadership at the library and suggested that the board undertake a planned transition. He noted that there were three members of the board up for re-election. Trustee Palange and Borah announced their intention not to seek re-election. Chairman Durkay said that he would be filing papers for re-election, however. The board also discussed the replacement of the director when she retires. The chairman asked board members to consider what qualities they would want in a new director as well as what sort of process should be used when seeking a replacement.

7. Library Director's Report

- 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. Anne Klegraeffe is working on a grant that would fund educational programs and materials on the subject of personal finance.
- d. Personnel. Michelle Gario has returned to work on a reduced schedule.

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- e. Friends of the Library. The Friends of the Library (FOL) should be sending out their newsletter in the near future.
- f. Library Trust. No report.
- g. Gifts. No report.
- h. Building maintenance. The Department of Public Works (DPW) is investigating a leak at the downspouts. The DPW is also arranging to have the library sprinkler system inspected; which is overdue and necessary for issuing the annual certificate of occupancy.
- i. Technology. Sharon Clarke reports that there has been a growing response to the library's Facebook page and tweets on Twitter. The SAILS network has switched over the network from Verizon to COMCAST for data transmission. That caused some minor disruptions in service earlier this month.
- j. Other.

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

9. Adjournment. The trustees agreed to meet on February 17, 2010, and then voted unanimously to adjourn at 7:45 p.m.

Minutes of the Board of Library Trustees Meeting of February 17, 2010

1. Chairman Michael Durkay called the meeting to order at 6:05 p.m. Trustees Sharon Connors, Cheryl Faria, Paul Palange, Richard Perry and Associate Library Director Peter Fuller attended.
2. Mr. Durkay asked that the agenda be limited to items that required a vote or some action by the trustees because he had to leave early and the library director was not there. The board unanimously agreed to change the agenda.
3. The minutes of the previous meeting were approved unanimously.
4. No correspondence or requests were received.
5. OLD BUSINESS

A. BY-LAW CHANGE – MEADOWS SUBCOMMITTEE. Trustee Faria reviewed the progress of the Meadow Committee and presented a proposed change to the bylaws of the Board of Library Trustees that was suggested by the committee. Several changes were proposed to clarify the role of committee and to extend the authority of the Board of Trustees to the committee by their appointment by the board. (See the underlined portions of the following paragraph.) After some discussion, a motion was made to adopt a change in the bylaws that reads as follows:

There shall be one standing committee for the Meadows. The Meadows Committee shall consist of eight (8) members appointed by the Board of Library Trustees at the first annual meeting after the town elections in the spring, with representation from the Board of Library Trustees, the Friends of the Seekonk Library, the Seekonk Land Conservation Trust, the Conservation Committee, Parks and Recreation and three members at-large. The committee shall recommend terms of appointment subject to the approval of the Board of Library Trustees. The representative of the elected Board of Library Trustees shall serve as chair. The role of the committee shall be to advise the Board of Library Trustees on the uses of the Seekonk Meadows, which are located within lots 61, 65 and 567 within the Massachusetts Department of Environmental Protection conditions, suggesting guidelines for the Meadows and reviewing and recommending use of the property other than library use.

The bylaw revision then passed unanimously.

B. UPDATE ON FY 2011 BUDGET. Mr. Fuller reported on his meeting with the Town Administrator Michael Carroll and the Finance Director Bruce Alexander. A spread sheet was distributed to the trustees that compared Mr. Carroll's recommended budget with that proposed

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by the trustees. Mr. Carroll was not supporting any additional positions, so the requested funding for two new pages was eliminated. On a previous occasion, Mr. Fuller and Mr. Alexander discussed the possibility of funding the library's computer network maintenance from another line in the town budget. Mr. Carroll suggested that the \$10,000 requested by the library for computer equipment be moved instead. Those two changes reduced the library's total request by approximately \$17,000. That reduced the amount needed to meet the 16% material expenditure requirement, so Mr. Carroll's budget recommendation reflects a corresponding cut in the amount the trustees requested for materials.

C. UPDATED CAPITAL IMPROVEMENT PLAN. Discussion on this item was deferred to the next meeting. A meeting with the Capital Improvement Committee to discuss the library's capital budget request has been schedule for March 15.

D. REVIEW OF THE COLLECTION DEVELOPMENT POLICY. Action was deferred until the next meeting.

E. DISPLAY CASE POLICY. A draft of policy for the use of the display case and display space in the library was distributed. It will be discussed at the next meeting.

NEW BUSINESS

A. "BOOKBUCKS" PROGRAM. The Youth Services Department proposed a program that will run during National Library Week. The program is called Book Bucks, and it has been run successfully in several libraries. It allows children to earn credits by reading. The credits can be used to pay library fines and fees. Since the trustees approve all fines and fees, the department request the approval of the board. After a brief discussion, the board unanimously approved.

B. UPGRADING INTERNET SERVICE. Mr. Fuller presented information about the ongoing problem of slow Internet service. It was proposed that the library purchase business class service from Comcast in addition to the free service that is provided. The new class of service has double the bandwidth of the current service. The service will cost approximately \$110 per month. In addition, the library will have to purchase a new firewall. The library must make some changes in its network configuration in order to fully utilize both Internet connections. It was

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recommended, therefore, that the library upgrade one of its network switches. The library received a quote of \$7,600 from the town's network support provider, MX Consulting, to add and configure the equipment. Mr. Fuller proposed that the trustees appropriate money from the LIG/MEG fund for this purpose. After a brief discussion, the board unanimously approved.

8. The usual Library Director's Report was not given, but it was reported that the library's annual circulation is approximately 18,000 ahead of the total in January 2009, representing a growth of almost 11.5 %.

9. Bills were certified for payment.

10. The meeting was adjourned at 7:40 p.m.. The next meeting is scheduled for March 17.

11. It was decided to ask candidates running in the April 5 elections for seats on the Board of Library Trustees to attend the March 17 meeting.

Minutes of the Meeting of the Board of Library Trustees of Wednesday, March 17, 2010

1. **Call to Order.** The meeting started at 6:05 p.m. Trustees Ann Borah, Cheryl Faria, Deborah Bostian, Paul Palange, Richard Perry, Michael Durkay, Sharon Connors, Ann Caldwell who is a candidate the Board, Library Director Sharon St.Hilaire and Associate Director Peter Fuller attended.
2. **Adjourn to Executive Session.** A motion was made to adjourn into executive session to discuss strategies relating to collective bargaining, and an employee's request for extended leave under the provisions of the federal Family and Medical Leave Act. A roll call vote was taken and the trustees agreed unanimously to enter executive session.
3. **Return to Regular Session.** A motion was made at to return to open session. A roll call vote was taken and the trustees agreed unanimously to return to open session at 6:30.
4. **Minutes.** A motion was made to accept the minutes of the previous meeting. The trustees agreed unanimously.
5. **Agenda Changes .** No changes were requested.
6. **Mail.** The Board received a request from the South Seekonk Firefighters Association to use the meeting room two nights in April. Since this was a first time request, it required Board approval. The Board approved unanimously.

7. Old Business

a. Capital Improvements Committee (CIC). The Director reported on her presentation to the Capital Improvements Committee (CIC). The trustees received a revised spread sheet along with a written description of the proposed capital projects. Although the CIC response was quite favorable, the Director anticipates that the library's capital requests will be delayed another year.

b. Lighting Project Update. The light project is nearly complete. The library is waiting for the final bill before reporting back to the CIC. Peter has also asked Public Works to look into replacing some outdoor lighting with this funding.

c. Update on Fiber-optic Network Project. The school department is in the process of reviewing proposal. MX Consulting, the firm that did the preliminary design was not awarded the project because they were not on the list of approved contractors under the state bid list.

d. Update on Meadows. Mr. Durkay provided a brief summary of recent events concerning the park. The trustees had voted at a previous meeting to amend the By-laws of the Board of Trustees to allow it to appoint a permanent sub-committee to advise and guide the Board on the park. This committee was not appointed however, due to the on-going dispute over whether the Board of Trustees or the Board of Selectmen had administrative responsibility for the land adjacent to the library. After a brief discussion, the trustees agreed to defer further action until they meet with the selectmen on Wednesday, April 7. In addition to the dispute over the property, the trustees agreed to address the selectman's opposition to the library's participation in the fiber-optic network. It was suggested that other parties interested in the outcome of these issues be asked to come the April 7.

8. New Business

* **a. Special Funds Budget.** The Director presented the trustees with the annual special funds budget. These are requests for funding for specific projects that will be made to Friends of Library (FOL) , Library Trust, and other outside agencies that regularly support the library. Sharon noted the less money was being requested from the FOL because their revenues are down. The trustee voted unanimously to approve the requests.

b. Warrant Articles for May Town Meeting. It was suggested by Mr. Carroll that the Board may wish to request that an article be placed on the Town Meeting warrant to retroactively transfer the library building from the control of the town to the Board of Trustees. After a brief discussion, the Board declined to take action citing MGL Ch. 78, which states that if cities and towns wish to operate a library, it must be placed under the control of a Board of Trustees. Having received no other compelling legal arguments for the Town Administrator or Town Legal Council, the Board assumes that the statute take precedence.

c. Review Trustee's Award Application. The High School Guidance Department inquired if the trustees are going to present The Library Trustees Award again this year to a graduating high school senior. The Board agree to do so and asked Peter to contact the Guidance Department.

* **d. Policy on use of the display case and space in the library.** A greatly revised version of the library's display case policy was presented to the Board at its February meeting. A motion was made to accept the revised policy, and the Board voted unanimously in favor.

* **e. Family and Medical Leave Act (FMLA) request.** A motion was made to grant the Director a one month leave under the provision of FMLA starting April 7, 2010. The Board voted unanimously in favor.

f. Replacement hardware for wireless network. The Board was asked to consider at a future meeting the purchase of new wireless networking equipment. After a brief presentation by Peter, the Board decided that because the cost was relatively low and the need was immediate, it should take a vote that evening. A motion was made to expend no more than \$4,500 from the LIG/MEG (state grant) funds to purchase the new wireless equipment and related services. The expenditure was approved unanimously by the trustees.

8. Library Director's Report. Highlights from the Director's report included the following:

- * Expenditures are on target; almost two-thirds of the budget has been spent to date.
- * Total circulation for the fiscal year is about 11% ahead of where it was last year.
- * The new modem and firewall were installed to upgrade the library's Internet service.

9. Certification of bills. Payment was authorized on all of the bills presented.

10. Other. Mike Durkay extended both his personal thanks as well as that of the entire Board to Anne Borah and Paul Palange whose terms will expire in April. Mike noted their exemplary dedication and service. Mike noted that the contributions both enriched the Board's discussion and informed its deliberations. Both Ann and Paul expressed gratitude for the opportunity to serve as well as some regret that their individual circumstances will not allow them to continue. A frame letter of appreciation from the Board was presented to both departing trustees.

Minutes of the Meeting of the Board of Library Trustees of Wednesday, March 17, 2010

11. Adjournment. The Board set their next meeting to be April 24 at 6:00 p.m. A motion was made to adjourn the meeting at 7:45 and the Board agreed unanimously.

Minutes of the Meeting of the of April 21, 2010

1. **Call to Order.** The meeting started at 6:05 p.m. Trustees Richard Perry, Michael Durkay, Sharon Connors, Ann Caldwell and Susan Tusino and Associate Director Peter Fuller attended.
2. The newly elected Trustees Ann Caldwell and Susan Tusino were introduced and welcomed.
3. **Election of Officers.** Ms. Connors moved that Mike Durkay serve as Chair. Mr. Perry seconded. Mr. Durkay was elected unanimously. Mr. Perry nominated Sharon Connors to serve as Vice-chair. Ms. Caldwell seconded. Ms. Connors was elected unanimously. Ms. Connors nominated Richard Perry to serve a Secretary. Ms. Tusino seconded. Mr. Perry was elected unanimously.
4. **Adjourn to Executive Session.** The chair asked for a motion to adjourn into executive session to discuss strategies relating to collective bargaining and a personnel matter. Ms. Connors so moved and Mr. Perry seconded. A roll call vote was taken and the trustees agreed unanimously to enter executive session at 6:10.
5. **Return to Regular Session.** The chair asked for a motion to return to open session. Ms. Connors so moved and Mr. Perry seconded. A roll call vote was taken and the trustees agreed unanimously to return to open session at 6:30.
6. **Minutes.** Mr. Perry moved to accept the minutes of the previous meeting. Ms. Tusino seconded. It was noted the minutes had the wrong meeting date. The trustees agreed unanimously to accept the minutes as corrected.

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7. **Mail.** (1) The Board received a request from the Save A Pet Society to use the library lobby. Hearing no objections, the request was approved without vote. (2) The Board received a copy of memo from David E. Bowden of the Capital Improvements Committee that was addressed to Mr. Carroll, the Town Administrator. The memo requested action on various infrastructure and maintenance needs at the library. (3) The Board received a copy of a letter from Vicki Marsh of the law firm of Kopelman and Paige to the Board of Selectman in which she expressed a legal opinion on the control of the library building and surround grounds.

8. Old Business

a. Report: Status of FY2011 Budget

On March 16, the Board of Selectman (BOS) recommended appropriating \$787,916 to the library in FY 2011. The Town must appropriate a minimum of \$789, 295, however, in order for the library to remain certified by the state. The BOS recommendation was approximately \$1,400 short of the mark. Mr. Fuller contacted Dave Francis, the library's liaison with the Finance Committee (FinCom) and he arranged for him to address the FinCom. Mr. Fuller explained the dilemma and the importance of the library remaining certified. The committee agreed that it was most likely an oversight and they agreed to make inquiries about making the necessary adjustment. Bruce Alexander, the Finance Director emailed the following afternoon that he was returning \$10,000 to the library budget; \$8,400 into computer equipment replacement line and an additional \$1,600 into book budget. This was the amount that had been moved from the library's computer equipment line to that of the town.

b. Report on Recommendation of the Capital Improvement Committee. The library's capital request for funding to purchase a RFID security system, the automated check-out

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machines, and the materials handling system will not be on the warrant of the Financial Town Meeting this spring.

c. Follow-up on the Trustees meeting with the Board of Selectman (BOS) on April 7.

Trustees Faria and Perry have been working with Mr. Carroll to draft an appropriately worded warrant article to affect the understanding between the two boards about control of the library building and surrounding property. The Board received a preliminary draft of the article. Ms. Faria also submitted a draft of a letter requesting that the BOS to appoint a Standing Committee representative of several community groups. The committee would make recommendations to the Board of Trustees about the use and management of the Seekonk Meadows. It was reported additionally that Mr. Carroll would like to draft a letter or understanding that would delineate responsibility for maintenance of the library building and grounds.

9. New Business

a. Discussion of library-related articles on the Town Meeting Warrant. The Board reviewed a proposed article that would expand the type of revenues that can be directed into the Library Food and Beverage Revolving Fund. The Trustees agreed that the language of the article reflected the desires of the Board.

b. Report: Status Rehoboth Library. It had been reported in the local newspapers that the Town of Rehoboth was planning to eliminate all library funding to help make up a large operating deficit. It was suggested that the Town of Rehoboth could contract with Board of Trustees to provide library service for that community as well. More recent newspaper articles seen to indicate, however, that the Town of Rehoboth may find a way to provide some funding to keep the library open.

c. Report: National Library Week. The Library's celebration of National Library Week was successful, but relatively low key compared to previous years. This Year's theme was

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Communities Thrive @ Your Library. One of the more unusual events to entice greater community involvement was the Chocolate Chip Cookie Bake-off. Congratulations to Mary Ellen Siniak, who was largely responsible for putting it together.

d. Know the Warrant Event. The Republican Committee has hosted a series of candidate forums at which Mr. Durkay had served as moderator. Mr. Durkay has discussed the possibility with Paul Buckley of the library and Republic Town Committee co-hosting a community forum to inform the public about proposed articles on the town meeting warrant. The Trustees agreed that the idea was a good one and should be pursued, but with the understanding that the event should be strictly informational and non-partisan.

9. Review of Policies & Procedures

a. Reciprocal Borrowing Privileges Policy

In order to participate in the state-wide library network and be eligible to receive state funds, libraries must agree to provide “basic services” to all Massachusetts residents who live in a community with a library that also belongs to the state-wide library network. Other member libraries are not required to provide service to the residents of those communities with decertified libraries. The policy of the Seekonk Public Library as well as most public libraries in SAILS is not to provide services to residents of communities that don’t have certified libraries. The staff recommended that this policy continue in place. They did however suggest the inclusion of an additional line to make the policy clearer. Ms. Connors moved that the policy be re-adopted as amended. Ms. Caldwell seconded. The Trustees voted unanimously to approve.

10. Library Director's Report

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a. Budget: Approximately 82% of the fiscal year has passed and the library has expended 77% of its budget.

b. Statistics : Total circulation for the current fiscal year at the end of March 2010 was 223,758, which approximately 20,000 ahead of the total at the end of March 2009.

c. Grants: The proposal submitted by Anne Klegrafe to The Financial Industry Regulatory Authority (FINRA) for Investor Education Foundation Grant was rejected. The grant funds were intended to run a series of investor education programs for various age groups and purchase related materials.

d. Personnel: No report.

e. Friends: The Friends held a special sale of used cookbooks on Saturday, April 20th. They are planning a plant sale on Saturday , May 1st. There is also a raffle of a garden basket filled with various gardening items.

f. Trust: The Library Trust will be meeting on April 28th at 5:00 p.m. at the home of Rob DeBlois.

g. Gifts: None.

h. Building maintenance: DPW has been very busy because of the recent street flooding. They were able to fix the toilet in the staff bathroom and replaced a faucet in the public rest room, however. Lighting Project. The final report on the lighting project has been filed. The total expenditure was \$105, 938; leaving an unexpended balance of \$4,063.

i. Technology : Website Problem. We've been having problems with the library web site. Visitors receive a message that a dangerous file is being downloaded to their machine. Michelle is working with SAILS, who hosts our website and Google to resolve the problem. She reported this afternoon that Google has confirmed that the library website is safe to use.

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Wireless Network. The new wireless network has been installed and is working well. It is much faster than the previous network and can accommodate more users. The connection for public users is transparent and requires little or no human intervention.

School/Library fiber-optic network. Mr. Fuller spoke with the Superintendent briefly last evening at the Finance Committee meeting. The Superintendent will be presenting the contract for the network to the School Committee on May 3. He asked that Debby Blakene, the school department's head of technology to call and give us an update on the project.

j. Other: Presentation by library department heads. It was suggest that each department head give a 5 to 10 minute presentation to the Board on what their department does as part of the preliminary process of developing a new strategic plan for the library. The focus will be on what makes the Seekonk Public Library special. The Board agreed to allot time at their May meeting.

Minutes were approved at the May 26, 2010 meeting.

Board of Trustees of the Seekonk Public Library

Minutes of the May 26, 2010 meeting.

1. **Call to Order.** The meeting started at 6:05 p.m. Trustees Richard Perry, Michael Durkay, Sharon Connors, Ann Caldwell and Susan Tusino, Paul Buckley, Town Republican Committee, and Associate Director Peter Fuller attended.
2. **Agenda Change.** The chair asked to change the order of the agenda to allow the staff to make their presentation. There were no objections.
3. **Minutes.** A motion was made and seconded to accept the minutes from the April meeting. The Trustees voted unanimously in favor.
4. **Mail.** The Board acknowledged receiving two letters from the Massachusetts Board of Library Commissioners [MBLC]. The first letter confirmed the award of \$8,967.95 in state aid to public libraries. The second letter announced the opening on an application round under the Massachusetts Public Library Construction Program. Letters of intent to apply for construction aid must be filed with the MBLC by October 5, 2010.
5. **Presentation.** The library's senior staff people made a thirty minute Power Point presentation that reviewed library operations as well as an assessment of future needs and changes in each area they supervised.
6. **Executive Session.** The Chair asked for a motion to adjourn into executive session for the purposes of discussing an employee's medical leave. A motion was made and seconded. The trustees voted unanimously in a roll call vote to go into executive session at 6:55. A motion made and seconded to return to open session. The trustees voted unanimously in a roll call vote to do so at 7:15.
7. **Old Business.**
 - a. Report on the library warrant articles. All of the articles that pertain to the library (1) granting control of property to the Trustees, (2) permission to form a permanent Meadows Committee, and (3) the library revolving fund for assorted

Board of Trustees of the Seekonk Public Library

Minutes of the May 26, 2010 meeting.

revenues were passed at the first session of town meeting. It was note that these were still not in effect until town meeting officially recessed.

- b. Meadows Committee. Trustee Cheryl Faria gave a brief report on the activities of the committee appointed by the Selectman. The existing committee was preparing recommendations for the appointment of a permanent sub-committee of the Board to oversee the park.
- c. Trustees Award presentation. The Seekonk High School Guidance Department recommended that Aric Mazick should receive the Library Trustees Award. Trustee Richard Perry volunteered to make the presentation on Awards Night on June 9, 2010.
- d. Financial Town Meeting. Trustees were reminded to attend that meeting, which will reconvene on Wednesday, June 16, 2010.
- e. Co-sponsorship of Public Forums. Trustee Sharon Connors reported that there was great interest in the forums. There was not enough time this year however to organize something before town meeting. Paul Buckley, from the Seekonk Republican Committee reaffirmed that the committee was interested in working with the library trustees in the future to present informational forums on important town issues.
- f. Review Lobby & Meeting Room Policy. No changes in either policy were suggested by the staff. The Trustees reaffirmed the policy by consensus.

8. New Business

- a. Trustee Calendar. The trustees adopted a tentative calendar for FY 2011. The calendar is essentially a schedule of key decisions that need to be made through out the year.
- b. Discuss the Planning Process. The trustees deferred discussion of updating it's long range plan until the library director was available.

Board of Trustees of the Seekonk Public Library

Minutes of the May 26, 2010 meeting.

- c. Request for Support of COA Building. This item was dropped from the agenda since town meeting took action on the building project the previous evening.

9. Library Director's Report

- a. Budget: The library expenditures are on track. It is unclear at this point if we'll need a reserve fund transfer to cover Michelle's maternity leave.
- b. Statistics. Total circulation year-to-date is running about 23,000 or 8.8% ahead of where it was last year. Would the Board be interested in receiving two or three other performance measures in addition to circulation statistics?
- c. Grants: Nothing to report.
- d. Personnel: No changes in staffing and no new contract discussions are scheduled.
- e. Friends of the Library. The FOL adopted a budget that included the Trustee's request for \$12,000 for library programs and museum passes. The FOL made \$764.50 at their special spring sale. Memberships are also up so the FOL are also seeking additional needs that they can fund.
- f. Library Trust: Nothing to report.
- g. Gifts: Nothing to report.
- h. Building Maintenance: DPW has been working on long list of maintenance items; including painting the lunch and Sullivan rooms, replacing ceiling and floor tiles, and repairing the library's outdoor watering system.
- i. Technology. The fiber-optic network is moving ahead, and construction is expected to begin this summer. The library is beginning to solicit proposals for replacing its primary network server.

10. Certification of Bills. Bills were certified and signed by the chairman.

11. Adjournment. The Trustees agreed to meet at 6:00 p.m. at High School on June 16 prior to town meeting, which will commence at 7:00 p.m.

Board of Trustees of the Seekonk Public Library

Minutes of the June 16, 2010 Meeting

1. **Call to Order.** The meeting started at 6:05 p.m. in the administrative conference room the Seekonk High School. Trustees Deborah Bostian, Ann Caldwell, Sharon Connors, Michael Durkay, Richard Perry, Library Director Sharon St.Hilaire and Associate Director Peter Fuller attended.
2. **Agenda Change.** None requested.
3. **Minutes.** A motion was made and seconded to accept the minutes from the May meeting. The Trustees voted unanimously in favor.
4. **Mail.** None.
5. **Old Business.**
 - a. The Director gave a brief overview of the changes in the state library system. All of the states regional library systems have been consolidated into one unit. Greg Pronevitz is the director of the newly organized system. More information can be obtained at <http://www.masslibsystem.org/>
 - b. Meadows Committee. The Trustees deferred discussion on the appointment of an advisory subcommittee until after the Town Meeting, which would be held that evening.
 - c. Co-sponsorship of Public Forums. Trustee Sharon Connors reported that there was great interest in the forums. She anticipates working with the Seekonk Republican Committee and other community groups in the future to present informational forums on important town **issues.**
6. **New Business**
 - a. Annual review and adoption of library fees and fines. The Director presented a recommend schedule of fees and fines for FY 2011. **The** only change recommended was to increase the fees for printing from 20 cents per page to 15

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cents for black and white prints and 50 cents for color prints. The new prices reflect realistically the true cost of service. Under the single fee system, those doing black and white printer were subsidizing the cost of color printer. Mr. Perry motion and Mrs. Bostian seconded that the Board approve the new schedule. Approved unanimously.

- b. The Associate Director sought approval to expend an amount not to exceed \$4,500 to replace a server at the library. The approval would be conditional on passage of the budget and the library receiving the full amount requested for computer replacement. The server to be replaced has been in operation for over seven years and is now obsolete. Prior approval was being sought because other improvements in the library network are contingent on replacing the server. Mrs. Connors motioned and Mr. Perry seconded to approve under the conditions stipulated. Motion was approved unanimously.

7. Library Director's Report

The Director's report was sent with the meeting agenda. The Board dispensed with the usual oral report so that Board members could attend the financial town meeting at 7:00.

8. **Certification of Bills.** Bills were certified and signed by the chairman.
9. **Adjournment.** The Trustees agreed to next meet at 6:00 p.m. on August 25 at the library. Motion was made and seconded to adjourn at 6:50.

Seekonk Public Library Board of Library Trustees

Minutes of the August 2, 2010 Meeting.

- 1) **Call to order.** Meeting was called to order at 6:02. Trustees Deborah Bostian, Ann Caldwell, Sharon Connors, Michael Durkay, Richard Perry, Susan Tusino Library Director Sharon St.Hilaire and Associate Director Peter Fuller attending.
- 2) **Adjourn into Executive Session.** A motion made by Trustee Perry to adjourn to closed session for the purposed of discussing strategy with respect to collective bargaining and seconded by Trustee Bostian. Motion was approved unanimously in a roll-call vote.
- 3) **Reconvene into open session.** A motion was made by Trustee Perry and seconded by Trustee Caldwell to return to open session. Motion was approved unanimously in a roll-call vote.
- 4) **Agenda changes.** None.
- 5) **Minutes.** Several minor errors were noted in the minutes of the July meeting. Motion was made by Trustee Perry and seconded by Trustee Connors to accept the minutes as corrected, which was then approved unanimously.
- 6) **Mail**
 - a) The Board acknowledged receiving a memorandum from the Jane Parker, the Town Clerk regarding changes in the Open Meeting Law.
 - b) The Board received a copy of a letter from RI Philatelic Society that was addressed to the Library Director. A member of the RI Philatelic Society mentors the library's stamp club. The Director explained that a collection of valuable stamps were been donated to the library for use of the library's stamp club. The Philatelic Society asserts in the letter that the Society had solicited these gifts and that they are the property of the Society. The library's position is that (1) the stamp club is an activity organized by the library, (2) anything donated for the support of a library activity is the property of the library, (3) other organizations may not solicit gifts on behalf of the library

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without permission, and (4) the Philatelic Society should discontinue any further solicitations on behalf of the library. The Director recommended that since the donor or donors of the stamps are unknown, the library should retain and not distribute the stamps until it can learn donor's true intention. She further recommended that the library and the Philatelic Society end their association. After a brief discussion, the consensus of the Trustees that they supported the Director's position on the issue as well as her recommendations. The Trustees also agreed that the Director should send a letter to the Society to this effect.

7) Old Business

- a) Meadows Update: Trustee Faria distributed a report on the activities of the advisory subcommittee on the Meadows. (See attached.) She reported that the subcommittee will be working with Maureen George, the consultant who was engaged the Library Trust to help them with a development campaign. She also reported that the post-closure use permit for the property was issued that day by the Department of Environmental Protection. This meant that planed improvements on the property could proceed. The Meadows subcommittee also had three requests pertaining to expenditures for the Meadows and future fund raising efforts. A detailed budget is included in the report cited above.
 - i) Trustee Perry made a motion that the Trustees request that the Library Trust encumber \$26,125 from available funds under its control to implement previously approved design plans. Trustee Connors seconded. If accepted, this request would encumber funds raised previously for the Meadows project. Approved unanimously.
 - ii) Trustee Connors made the motion that the Trustees request that the Library Trust encumber an amount not to exceed \$55,000 from available funds under its control to purchase items

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contained in the attached budget. Trustee Bostian seconded. If accepted, this request would encumber funds raised previously for the Meadows project. Approved unanimously.

- iii) Trustee Connors made the motion that the Trustees request that the Library Trust to agree to match on a one-to-one basis money raised in the development campaign for the Meadows with the total amount of the match not to exceed \$50,000. Trustee Caldwell seconded. This was a fundraising strategy suggested by the consultant. If accepted, this match should make fundraising for the Meadows easier. Approved unanimously.

- b) **ATM machine.** The Director has been in touch with a firm that can install such a machine, and she is waiting for a proposal from them.
- c) **Power washing and painting of the library** building has been schedule by Bristol Sheriff's Department for sometime in September.
- d) **Strategic Plan Update.** Additional analysis of the data collected from the survey conducted last year was emailed out to Trustees. The Director asked that they review it in anticipation of the future planning efforts.

8) New Business

- a) **Self Check- out trial.** The library has been testing software for a self-checkout station for the SAILS network. The software was developed by Envisionware, which is the same company that produced the printer control software we use. This is a software only product that runs on ordinary PCs. It does have several interfaces for security systems including RFID systems. To date the software has been very well received by the public. There have been approximately 1,850 checkouts on the station in the first twelve days of the test. We estimate that is almost 20% of the library's circulation is being done at the self-check station.

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b) Capital Improvement's Plan

- (1) The Superintendent suggested that the library contract Jim Roy, the facilities manager for the school department to see if both institutions had similar capital projects pending, and if so, could they be combined or coordinated to save money. The Library's basic list includes: replacing exterior window and door, refurbishing of the public restrooms, replacing carpeting, and painting the interior.
- c) **Twitter Project.** Sharon Clarke has been working with other town departments to use Twitter to quickly disseminate information about town government.
- d) **Collaborative Programming Committee.** The library will be organizing a meeting of various community groups to see if informational and cultural programming can be coordinated.
- e) **New delivery sytem.** The Seekonk Library has volunteered to serve as a test site for the new inter-library delivery system. The MBLC put the operation of the new system out to bid this month.
- f) **Expenditures for replacement PCs** Trustee Bostian moved that an amount not to exceed \$4,000 be expended from Town appropriated funds for computer equipment replacement to replace four PC workstations. Seconded by Trustee Tusino. These funds would be used to replace PCs purchased in 2003 and 2001, which have either failed or likely to fail in the new future. Approved unanimously.
- g) **Senior aid position.** The Director requested permission to apply to Citizens for Citizens, Inc. community action program to obtain a person from their Senior Aid program. This is a training program that helps people over 55 years old receive employment. Participants receive a stipend for 20 hours a week at \$8.00 an hour for their community service, as they search for unsubsidized

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employment. Motion was made by Trustee Perry and seconded by Trustee Connors to approve.

Approved unanimously.

- h) **Candidates for Representatives Debate.** Trustee Caldwell had received an email from Susan Waddington inquiring if the library would be willing to sponsor a debate among the local candidates for State Representative. The consensus of the trustees was that although this was the type of programming they would like to see at the library, the library currently was not in the position to undertake the task. It was noted, however, that should the community programming collaborative (mentioned earlier) get a favorable response, the library will be in a much better position to host this type of event. Trustee Caldwell will contact Mrs. Waddington.

9) Library Director's Report

- a) **Budget.** The library finished the previous fiscal year with a slight surplus. We did over-expend, however, for books and other materials. The surplus was due in large part to Michelle maternity leave. We did not replace all of the hours she would have ordinarily worked.
- b) **Statistics .** Will be available at the next meeting.
- c) **Grants**
- d) **Personnel.** The library is advertizing for a person to fill a soon to be vacant page position. This person will be scheduled to work 9:00 to 12:30 and will presumably be an adult. It is a minimum wage, non-union position.
- e) **Friends.**
- f) **Trust.**
- g) **Gifts**

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h) **Building maintenance.** The library's book drops were moved by DPW so customers can drive-up to them in the parking lot. Customer reaction has been positive.

i) **Technology**

i) **FIBER OPTIC NETWORK:** Met with Debby Blakeney, the Technology Director for the Schools and team from the company (Presidio Network Solutions) that will build the internal component of the network. The installation of the fiber optic cable is almost complete. It will be a couple of months before the library has a live connection with the schools. The School department's immediate priority is to get their network up and running. In the meanwhile, we will be having discussions with the schools about our use of the network and what sort of access will be needed. Once that is decided, we can tackle the technical issues of making a secure connection.

ii) **Replacement Server.** The replacement server has been ordered but its installation has been delayed. This installation has been complicated somewhat by plans to re-use another server in a different capacity to improve security on the library network.

iii) **Public Access TV.** Peter met with Jeff Fountain the new director of Cable 9 and Town Planner, John Hanson to see how we might work together to improve coverage of library and town government activities. Jeff said that he would do an assessment of the library's equipment needs and make some recommendations. He also volunteered to check with his board to see why some of the video equipment was removed and if it could be replaced by Cable 9.

10) **Certification of bills.**

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11) **Adjournment.** The Trustees agree to meet again on Wednesday, August 25 at 6:00 in the library.

Motion to adjourn was made by Trustee Bostian and seconded by Trustee Connors. Approved unanimously.

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- 1) **Call to order.** Meeting was called to order at 6:02 p.m. Trustees Ann Caldwell, Sharon Connors, Michael Durkay, Cheryl Faria, Richard Perry, Susan Tusino, Library Director Sharon St.Hilaire and Associate Director Peter Fuller attending. Members of the Seekonk Meadows Committee attending were Robert Emlin, Cynthia Corbett and Robert McKenna.
- 2) **Agenda changes.** The Trustees interrupted the usual order of business to move the meeting to the larger meeting room that could accommodate the larger group.
- 3) **Old Business**
 - a) **Seekonk Meadows.** Chairman Durkay welcomed the members of the Meadows Advisory Committee. He expressed a desire to maintain good communications between the Trustees and the Meadows Committee. He also wished to clarify issues related to the role of the committee. The Chairman provided a brief history of political and legal process that lead to the appointment by the Board of Selectmen of a standing advisory committee to the Board of Library. The Chairman as well as other Trustees attending expressed their full confidence in the Meadows Committee. The Trustees also reiterated their belief that all recommendations regarding the Meadows should only come to them through the Meadows Committee. As a body, the Board of Library Trustees did not wish to make changes in existing plans or interfere with the development of new recommendations. The Board was concerned, however, that the Meadows Committee follow proper procedures to insure that it complied fully with relevant laws and regulations. The Trustees asked Ms. St. Hilaire and Mr. Fuller to work with the Committee in this regard. The Trustees then returned to the Sullivan meeting room to finish their meeting.
- 4) **Minutes.** Chairman Durkay moved and Trustee Connors seconded a request to approve the minutes for the August 25 meeting. It was noted, however, that the minutes had indicated under Old Business

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a unanimous vote to petition an article on to the town meeting warrant to provide funds for two self-checkout stations. The warrant article was for an automated materials handling system that the Capital Improvement Committee had included previously in the capital spending plan. The purchase of the two self checkout stations was related to another motion. A motion was made by Trustee Perry and seconded by Trustee Connors to accept the minutes with these corrections, which was then approved unanimously.

- 5) **Executive Session.** Chairman Durkay noted that there was not a reason to adjourn to executive session at this time, so he was not asking for such a motion at this meeting.
- 6) **Mail** [None]
- 7) **Old Business, Continued.**
- a) Meadows (See above.)
 - b) Self Check . Because of some confusion about the motion made last meeting to purchase self-checkout stations, the Chairman asked for a new motion to appropriate funds form LIG/MEG grant to purchase two self-checkout stations. Trustee Connors so moved and Trustee Caldwell seconded. The Director note that the proposal had changed slightly from the previous month. She recommended that the library purchase a compact stand alone checkout station along with the software discussed at the last meeting. In addition, she noted that the library may have to purchase other network use license from SAILS to accommodate the new devices. After some discussion, Trustee Tusino moved and Trustee Connors seconded that the library should purchase two of the self checkout devices. They noted that these were not much more expensive than a PC, which would have to be purchased to install the second station. In addition, they argued that it would be better to rollout a new service to the public with a consistent set of equipment. This would avoid confusing some members of the public and thereby enhance the chances for wide

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public acceptance of the new service. The Trustees unanimously voted to expend \$11,200 from LIG/MEG funds purchase two self checkout stations and the software and licenses needed.

- c) ATM. The Director is talking with new vendors who can provide the service.
- d) Annual Report. The annual report to the Board of Library Commissioners is almost complete. The staff is waiting for a couple additional numbers. The report will be emailed out to the Trustees.
- e) New England Tech update. The library hopes to work with the faculty and students of interior design program at New England Tech in the January semester. The students will be making recommendations and developing plans for the library so that it can more efficiently use its limited space.
- f) Building cleaning and painting. Budget constraints at the Bristol County Sheriff's Office has caused it to delay the planned power washing and staining of the building. The project has been tentatively re-scheduled for October.

8) New Business

- a) Handheld presentation. Staff librarian Michelle Gario gave a PowerPoint presentation on-line media [e-books, music and recordings]that can be downloaded at the library. In her presentation, she described and compared the various electronic devices as well as the various commercial sources of electronic media that are available to the public. The library requested \$1,500 be spent from LIG/MEG grant funds to further research devices and software, and to help train both the staff and the public in the use of the devices. Trustee Caldwell moved and Trustee Connors seconded that the expenditure be made. The motion was approved unanimously.
- b) Policies: Ethics & Homebound. No changes were recommended and not action was taken.

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- c) Develop Budget Strategy for Town, Trust and Friends. Discussion was deferred to a future date.

The library director noted that the due date for delivery the library's long range plan to the state was in October. Under the circumstances, she felt it was better to devise and deliver a solid long-range plan rather than rush through a poor plan for the sake of meeting the deadline. She noted that the only negative consequence of not filing on time is that the library will not be allowed to apply for federal Library Services and Technology Act [LSTA] grants. This is of little concern since the library does not plan to apply for construction funds in the near term. The staff is also working a near full capacity and she did not think it realistic to develop new programs that require capacity building grants. After some discussion, the consensus of the Board was that this was the best course of action to follow.

- 9) Capital Improvements Committee. The library director noted that she would be meeting with the library's liaison to the Capital Improvements Committee on Friday. She reviewed the change status of the proposed library automation project. She noted that changing technology and prices have offered new options for implementing the plan. The library is for example moving ahead with self-check, but is delaying implementation of RFID security. The immediate focus of the capital plan is to purchase system that can automate the handling of materials. It was suggested that other items on the capital plan be pushed back one year in the current schedule. The consensus of the Board was that this was also a prudent and realistic course given the needs and limited funding available.

10) Director's report.

- a) Budget. Expenditures are on target. Although operational expenditures may appear to be slightly ahead, this is due to large expenditure such as the SAILS assessment and computer replacements that occur early in the fiscal year.

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- b) Statistics. Library Circulation was down slightly in July but re-bounded in August. The July circulation may have not been counted correctly because of the self-checkout trial, however. We have asked SAILS to look into that for us. The total circulation for this fiscal year is running about 3% above where it was at this point last year.
 - c) Grants. No report
 - d) Personnel. The employees in the bargaining unit approved a one year extension of their contract with the town.
 - e) Friends. Pricilla DuVally, the President of the Friends of the Library is ill and in the hospital.
 - f) Trust. The annual giving program will begin soon.
 - g) Gifts. None.
 - h) Building maintenance. No report.
 - i) Technology. The new server has been installed.
- 11) Certification of bills.
- 12) **Adjournment.** The Trustees agreed not to go into Executive Session and to meet again on Wednesday, October 20 at 6:00 in the library. Motion to adjourn was made by Trustee Perry and seconded by Trustee Connors. Approved unanimously.

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Minutes of the Executive Session

Held at the October 27, 2010 Meeting.

EXECUTIVE SESSION. Trustee Perry moved that the Board enter executive session to discuss issues related to renegotiation of the non-union employee contract. Trustee Connors seconded the motion. The Trustees approved unanimously in a roll call vote. Both the director and Associate Director requested that the Board considered including in their respect contracts language pertaining to health care coverage that is similar to that contained in other Town employee contracts. Several Trustees had questions about the specific language. The Trustees agreed that as a general principal, library staff should have comparable protections as other Town employees. They deferred on any action, however, until they could obtain more information. Trustee Perry moved that the Board return to open session. Trustee Tusino seconded the motion. The Trustees approved unanimously in a roll call vote.

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- 1) **CALL TO ORDER.** Meeting was called to order at 6:05 p.m. Trustees Ann Caldwell, Sharon Connors, Michael Durkay, Cheryl Faria, Richard Perry, Susan Tusino, Library Director Sharon St.Hilaire and Associate Director Peter Fuller attending.
- 2) **EXECUTIVE SESSION.** Trustee Perry moved that the Board enter executive session to discuss issues related to renegotiation of the non-union employee contract. Trustee Connors seconded the motion. The Trustees approved unanimously in a roll call vote. Trustee Perry moved that the Board return to open session. Trustee Tusino seconded the motion. The Trustees approved unanimously in a roll call vote.
- 3) **AGENDA CHANGES.** None requested.
- 4) **MINUTES.** Trustee Connors moved that the Board accept the minutes of their September 2010 meeting. Trustee Perry seconded the motion. The minutes were approved unanimously. The Director asked if the Trustees wished to have the minutes available through the library's website. The Trustees agreed and directed the staff to do so.
- 5) **MAIL.**
 - a) The Trustees approved a request from the Coordinated Family & Community Engagement Council (CF&CEC) to use the library meeting room. The CF&CEC provides and promotes early education and care for children and families in Bristol County. The CF&CEC recently received a large grant and wishes to work with local public libraries. On hearing no objections, the chairman approved the application.

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- b) The Board received copies of the complete *FY 2011 State Aid to Public Libraries Financial Report* and the *FY 2011 State Aid to Public Libraries Application and Compliance Form*. Both the report and form were submitted to the Massachusetts Board of Library Commissioners on October 12, 2010.

6) OLD BUSINESS

- a) **Seekonk Meadows.** Trustee Faria gave a brief report on the activities of the standing subcommittee. She reported that the Board of Selectman accepted a gift of \$55,000 from the Library Trust for purchases related to the Meadows. The subcommittee also submitted minutes of its previous meeting. After a brief discussion about procedures, the Board of Trustees decided that it should vote to accept minutes of the subcommittee and post them on the library's website. Trustee Perry then moved to accept the minutes of the subcommittee. Trustee Connor seconded. The motion was approved unanimously. Trustee Faria also reported that the subcommittee had received proposals from landscape designer Marc Mazzairelli and the engineering firm of Weston & Sampson for work related to the construction of a pavilion/gazebo on the Meadows. She request that a total of \$8,000 be reallocated in the existing budget (\$3,000 from funds intended for grass planting and \$5,000 from funds intended from structure construction) to pay for these consulting and design services. Since the Board of Trustees had approved the budget, Trustee Connors moved that the reallocation be approved by the Board. Trustee Caldwell seconded the motion. Several questions were raised about the proposed change. Trustee Faria said that in the opinion of the subcommittee, the reallocation would have a positive impact on both future construction and fundraising. She explained that the design of the proposed structure has yet to be determined. The final design will no doubt be influence by its ability to appeal to potential donors. Depending on the design specification, Weston and Sampson may have to request a

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modification of the post-closure permit issued by the D.E.P. The Trustees then unanimously approved the motion.

- b) **Fall Town Meeting and the Library's capital request.** The Director requested the Trustees drop their support for a warrant article that would appropriate \$75,000 for the purchase of a materials handling and self-check system. She noted that several new products have reached the market which may be more cost effective than those contained in the original proposal to the Capital Improvements Committee. She suggested that the library put forward a request for proposals (RFP) next year. She also indicated that she had discussed this possibility with Lauren Walsh, the Capital Improvements Committee's liaison to the library. She reported that Mr. Carroll also had some concerns about the wording of the library warrant article. He was going to direct these to Town Council. Mr. Carroll also expressed the opinion that an article petitioned on to the Town Meeting warrant could not be withdrawn. It was suggested that the Library Board Chairman discuss the issue with the Town Moderator.

7) NEW BUSINESS

- a) **Library Annual Action Plan.** The Director presented a draft of action plan. The Trustees agreed to take it up for discussion at their November meeting.
- b) **Annual review of the Library's Internet, Social Networking, Appeal and Problem Patron policies.** Copies of the policies were enclosed in the meeting packet. The staff did not recommend any changes and no action was taken by the Board.
- c) **Best Seller Collection.** The Director reported that an often heard complaint from customers is that there are not many new books on the shelves when they visit the library. The library currently allows customers to place titles on hold, and new best sellers do not reach the shelves until all of these requests are filled. To remedy this problem, many libraries exempt some of their best sellers from the reserve process. These books generally circulate for shorter periods and carry

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larger overdue fines, which encourages their rapid turn-over. The Director proposed that one of every four copies of a title purchased be so exempted. These titles would circulate for only seven days and have an overdue fine of one dollar per day. Trustee Connors moved that the proposal be accepted and Trustee Caldwell seconded it. Several Trustees expressed concerns about the high rate of the overdue fine. The Director noted that this was in-line with what other libraries charged for similar programs. She felt that it was a necessary incentive to keep the materials circulating. The Trustees then unanimously approved the motion.

- d) **Change in Magazine circulation period.** The Director reported that the new policy of allowing the most recent copy of the library's magazines to circulating has produces a mixture of praise and complaints from patrons. While many patrons have expressed themselves in favor of the policy, the library has received some complaints from people who like to read the new magazines when they come to the library. The Director proposed as compromise that new magazines be allowed to circulate only one week. It is hoped that the reduced lending period will improve the chances of finding new magazines while still allowing these items to circulate. Trustee Connors moved that the change be adopted and Trustee Perry seconded. The Trustees then unanimously approved the motion.

8) DIRECTOR'S REPORT.

- a) Budget. Expenditures are on target.
- b) Statistics. The library use remains high. The total circulation for this fiscal year is running about 3% above where it was at this point last year.
- c) Grants. No report
- d) Personnel. The library has hired Kathleen Ransom and Patricia Marino to serve as pages. Both are adults and local residents. The library has also trying to obtain other workers through Citizens

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for Citizens, Inc., which is a employment training program designed to place seniors back into the work force.

- e) Friends. The passing of Pricilla DuVally, the President of the Friends of the Library was noted. She had made a tremendous contribution to the library during her short term as President.
- f) Trust. The annual giving campaign for The New Century Fund has begun. Fund raising letters will go out this soon.
- g) Gifts. None.
- h) Building maintenance. The cleaning and staining of the library's exterior by a crew supervised by officers from the Bristol County Sheriff's Office will begin next week.
- i) Technology. The self-checkout stations have been ordered and are expect to arrive next week. Michelle Gario is attend the Computer in Libraries conference. She will be training the staff in to use the downloadable media that is available at the library and elsewhere. She will also be holding a series of sessions for the public to help them select and use this new electronic media.

9) **CERTIFICATION OF BILLS.**

- 10) **ADJOURNMENT.** The Trustees agreed to meet again on Wednesday, November 17 at 6:00 in the library. Motion to adjourn was made by Trustee Perry and seconded by Trustee Connors. Approved unanimously.

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Minutes of the November 17, 2010 Meeting.

- 1) **CALL TO ORDER.** Meeting was called to order at 6:02 p.m. Trustees Ann Caldwell, Sharon Connors, Michael Durkay, Cheryl Faria, Richard Perry, Susan Tusino, Deborah Bostian, Library Director Sharon St.Hilaire and Associate Director Peter Fuller attending.
- 2) **EXECUTIVE SESSION.** Trustee Perry moved that the Board enter executive session to discuss issues related to renegotiation of the non-union employee contract. Trustee Connors seconded the motion. The Trustees approved unanimously in a roll call vote and entered Executive Session at 6:05. Trustee Perry moved that the Board return to open session. Trustee Connors seconded the motion. The Trustees approved unanimously in a roll call vote and the Board returned to open session at 6:15.
- 3) **AGENDA CHANGES.** None requested.
- 4) **MINUTES.** Trustee Connors moved that the Board accept the minutes of their October 2010 meeting. Trustee Perry seconded the motion. Trustee Perry noted the executive session minutes should be separated from the regular meeting minutes. He also noted that executive session minutes need to be approved separately in executive session. Other typographical errors were also noted. The Trustees then unanimously approved the minutes as corrected.
- 5) **MAIL.** None.
- 6) **OLD BUSINESS**
 - a) **Seekonk Meadows.** Trustee Faria gave a brief report on the activities of the standing subcommittee. The subcommittee has prioritized elements in the Meadows development plan. These include the on-going maintenance of pathways, the meadow grasses and flowers, and Maureen George, the professional fundraiser who was hired with funds from the Library Trust has been meeting with prospective donors. The project has received pledges totaling about

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\$15,000. This is far less than originally anticipated, however. It was suggested that the fundraising was going poorly because of the overall poor economy and poor timing. The Meadows fundraising coincides with a great many other drives for funding; including the Library Trusts New Century Fund solicitation. Director St.Hilaire suggested that the fundraising be suspended until the spring. Chairman Durkay asked about the terms of agreement with Ms. George. She is being paid at an hourly rate of \$80, with the amount not to exceed \$ 10,000. Since the Meadows sub-committee would be meeting the following evening, the Chairman Durkay also asked what recommendation should be brought to the sub-committee regarding the fundraising drive. Trustee Faria said that she would discuss that with the sub-committee. The Chairman also asked the Board if they thought it appropriate to make a report at Town meeting about the activities of the Meadows subcommittee. The consensus was that this would be a good opportunity to keep the project in the front of the public and that a request should be made of the Moderate to make such a report. Trustee Faria agreed to deliver the report.

- b) **Action Plan.** Copies of the Library Action Plan for FY 2012 were distributed at the October meeting for the Trustee's consideration at this meeting. Although the Board agreed with the general direction laid-out in the plan, several Trustees found the wording unclear. Trustee Caldwell agreed to work with the Director on revising the language.
- c) **Fall Town Meeting Warrant.** The library still has an article on the warrant for the Town Meeting that will be held on November 29. Chairman Durkay spoke with the Town Moderate and informed him that the Board did not wish to have the article considered at this time. There is some question as to whether the article can be withdrawn or if it needs to be postponed indefinitely. The Moderate indicated that it shouldn't be a problem and that he will try to determine the most appropriate way of handling it.

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d) **ATM.** The Director spoke with several ATM vendors. They all indicated that it would not be worthwhile for them to install a machine. Although the library does have a large number of visitors each day, the vendor did not think that it was the kind of traffic that would generate a lot of business for their ATMs.

7) NEW BUSINESS

8) Library Budget. The distributed a first draft of the budget for fiscal year 2012. The personnel portion of the budget does not include raises for the Director or those in the collective bargaining unit. It does however include a merit increase for the Associate Director. The personnel budget also includes funds for an additional 6 hours in the circulation department to help accommodate the growth in circulation and inter-library loan. The budget proposal includes additional funds for computer maintenance and equipment. The budget reflects increased maintenance and licensing fees for the Envisionware self-checkout stations and (LPT1) the payment collection system for public printing. The proposal also seeks additional funds for books and non-book media. The Chairman polled the Trustees to find if there was a consensus on the priorities reflected in the budget draft. There majority of the Trustees supported the budget, but agreed to postpone a vote until December when the detailed budget narrative would be available.

9) DIRECTOR'S REPORT.

- a) **Budget.** Expenditures are on target. With approximately a third of the fiscal year gone, the library has expended approximately 36% of its Town appropriation.
- b) **Statistics.** The total circulation for this fiscal year is running about 1.7 % above where it was at this point last year.
- c) **Grants.** The library will not be filing a letter of intent with the State Board of Library Commissioners for incentive or construction grants because it has not revised its long-range plan.

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The Director noted that asking for a grant with having a strategic plan in place would be placing the cart before the horse.

- d) **Personnel.** Anne Klegraeffe submitted her resignation as Senior Librarian for health reasons. The Director report that the position has been posted internally within the library as directed the in the union contract. She does not anticipate receiving an application from a current staff member. The next step will be public recruitment. She noted that in the past a member of the Board of Trustees served on the panel of interviewers when the library filled senior positions. The Trustees agreed that this was a good practice and Trustee Caldwell agreed to serve on the panel
 - e) **Friends.** The Friends of the Library held a books sale last Friday and raised almost \$700.
 - f) **Trust.** The annual giving campaign for The New Century Fund has begun. The total amount donated to date is running ahead of last year despite the poor economy.
 - g) **Gifts.** None.
 - h) **Building maintenance.** The cleaning and staining of the library's exterior by a work crew from the Bristol County Sheriff's Office is almost complete. Those sides facing in a southerly and westerly direction required multiple coats of stain.
 - i) **Technology.** The self-checkout stations have been ordered and are expect to arrive next week. Michelle Gario attended the Computer in Libraries conference, and found it very worthwhile. Her report on the conference was distributed to the Trustees. Michelle has arranged a presentation of e-book readers for the staff. She will be offering a similar presentation for the public in early December.
- 10) **OTHER.** Trustee Connors announced the release of the video program that explains the town meeting warrant. It is being shown on cable Channel 9 and is also available over the Internet. The Board of Trustees was one of several community groups that co-sponsored the program. She reported

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that one person has publicly voiced objections to the productions because this coalition of civic-minded citizens included the Republican Town Committee. Trustee Connors reviewed the goals of the program and the history of its production. During the discussion that followed, several trustees reaffirmed their belief that this was worthwhile venture. Several trustees noted that this was a natural extension of the library's mission to inform the public and to serve as forum to discuss public issues. None of those who spoke found the complaint credible.

11) **CERTIFICATION OF BILLS.**

12) **ADJOURNMENT.** The Trustees agreed to meet again on Wednesday, December 15 at 6:00 in the library. Motion to adjourn was made by Trustee Perry and seconded by Trustee Bostian at 7:50.

Approved unanimously.

Board of Library Trustees
Seekonk Public Library

Minutes of the November 17, 2010 Meeting.

Items distributed to the Board at this meeting.

- 1) For the Board's consideration, a draft of the minutes of the October meeting.
- 2) For the Board's information, the *Open Meeting Law Guide* . Published by the Commonwealth of the Massachusetts. Office of the Attorney General, July 1, 2010.
- 3) For the Board's consideration, a draft of the FY 2012 Library Budget
- 4) For the Board's information, a report submitted by Staff Librarian Michelle Gario on the Computers in Library Conference.

Seekonk Public Library Board of Library Trustees

Minutes of the Meeting on Wednesday, December 22, 2010

- 1) **Call to Order.** Vice-chair Sharon Connors called the meeting to order at 6:02 p.m. Trustees Ann Caldwell, Sharon Connors, Cheryl Faria, Susan Tusino, Deborah Bostian, and Associate Director Peter Fuller attending. Trustees Richard Perry called to say that both he and Michael Durkay would be delayed. Both men arrived at 7:15.
- 2) **Agenda changes.** None requested.
- 3) **Minutes.** Trustee Faria moved that the minutes of the November meeting be accepted. Trustee Caldwell seconded. The minutes were approved by a unanimous vote.
- 4) **Mail.** The Board received a copy of the notice to the Town Treasurer that the Massachusetts Board of Library Commissioners had released to the town \$9,739.77 in state aid for public libraries. The Board also received a copy of the job posting and newspaper advertisement for the vacant Senior Librarian position.
- 5) **Old Business**
 - a) **Meadows Update.** Trustee Faria reported on the progress made by the Meadows Subcommittee. Phase I of the project, the initial construct phase has been completed. The Subcommittee is now moving on with Phase II, which includes the installation of benches, structures and other amenities. She displayed a drawing a proposed structure for the Meadows that would serve as both a performance space and shaded rest area. Trustee Faria also reported that Chairman Durkay had addressed a letter to Maureen George the fund raising consultant hired by the Library Trust in which he informed her of the recommend of the Board of Library Trustees that fundraising be suspended. A copy of the letter will be available at the next meeting.

The Meadows Subcommittee also requested approval of an expenditure of \$3,250 for signage design work by Dennis O'Reilly of Arts Agassiz. Ann Caldwell moved that the expenditure be approved and Sue Tusino seconded the motion. The motion passed unanimously.

- b) **Action Plan.** The Board agreed not to take action on the action plan until the library director was in attendance.
- c) **FY 2012 Budget Proposal.** A revised copy of the library budget proposal for FY 2012 was distributed. Mr. Fuller noted the minor changes from the budget distributed at the November meeting. The major changes are: (1) funds for an additional twenty-five staff hours per week, which will be distributed among six existing employees; (2) a request for \$20,000 to replace library computers. Mr. Fuller also distributed a copy of the special funds budget for FY 2012, which details the funding requests the library expects to make of to the Friends of the Library and Library Trust. The Board agreed to take-up discussion of this budget at their next meeting.
- d) **Other.** Chair recognize Carol Bragg who had asked to address the board about its recent sponsorship of recent television program that explained how of town meetings operate. Ms. Bragg was largely complimentary of the program, but objected to inclusion of the Republican Town Committee as a co-sponsor. She felt that the program should be free of all associations with political parties. The chair thanked Ms. Bragg for sharing her opinion and said that they will take them into consideration if the Board helps to produce such programs in the future.

6) New Business

- a) **Lending Policy for e-book readers.** The library purchased five Nook e-book readers from Barnes & Noble, which it would like to circulation. Since there are only a few, the library anticipates a high demand. The staff proposed some special borrowing rules.

They will circulate for two weeks like new books. The Nook readers may only be checked-out Seekonk card holders. No renewals on loans will be allowed. You may place a reserve on e-readers, but again, only if you are a Seekonk card holder. And finally, a \$1.00 a day late fee was proposed as an incentive for users to return the readers on time. Several trustees expressed reservations about security and the effectiveness of a \$1.00 fine. The Board decided to defer action on the new lending rules until next meeting.

- b) Technology Plan.** Mr. Fuller reported that the library needs to have a written technology plan that has been approved by the MBLC in order to apply for telecommunication discounts under the federal E-Rate program. Although these plans are supposedly comprehensive, they are really targeted to telecommunications, telephone and Internet service. They are written largely according to a prescribed format supplied to us by the MBLC. The staff had hoped to deliver a draft for your consideration at this meeting. The plan is still being reviewed internally, however. The Trustees agreed that if the plan was sent out a couple of weeks before their next meeting that they will try to expedite approval.
- c) Confidentiality of Library Records Policy.** Mr. Fuller reported that the Seekonk Police Department had confiscated some library video games believing that a crime was about to take place. The video games had been check-out of the library and the police officers observed the suspects removing the library identification from the items. The suspect later admitted that they were going to trade them in at Game Stop, a local retailer. The Detective called the library and asked for names of the persons who had checked-out the items. Mr. Fuller citing the library's Confidentiality of Library Records Policy had to decline. Mr. Fuller indicated that he had also spoken with Chief Charron about the matter. Mr. Fuller suggested that policy be revised to afford the library director with greater latitude; particularly in circumstances where the inquiry is limited in scope

and necessary to protect library property. The board asked to see a draft of his proposed changes for consideration at their January meeting.

7) **Library Director's Report**

- a) **Statistics**-- November's circulation was only slightly above that of November 2009. Total circulation year-to-date for this fiscal year is still about 2% ahead of where it was last year.
- b) **Budget** – spending is on target. We're coming up on the end of the second quarter and roughly 53% of the budget has been expended.
- c) **Grants** – no report.
- d) **Personnel** –actively recruiting to fill the Senior Librarian position. The job description and ad are in your packet. The library has received 21 applications so far. We have one in-house candidate, Michelle Gario. We will also be interviewing two candidates to work as pages. They were referred to us from the Citizens for Citizens program. This is job placement & training programs for older workers. These workers are paid through the program and not the town.
- e) **Friends**— no report.
- f) **Trust** – no report.
- g) **Gifts** – no report.
- h) **Building Maintenance** – no report.
- i) **Technology** – The self-check machines have been well received by customers. SAILS will be installing a new server after Christmas, so the library will be operating on an off-line system. We have decided not to check in materials during this period. The library will wait until the system is back up and use the return date of December 27. The major inconvenience for customers will be the loss of the on-line catalog.

8) **Certification of bills**

- 9) **Adjournment.** The Board set their next meeting for January 19, 2011. Trustee Tusino moved to adjourn. Trustee Bostian

A List of Items Distributed to the Board at this Meeting.

1. UniBank. The Mass Government Banking Dept. Advice of Credit notice – Informing the Town Treasure of a release of state aid to libraries funds in the amount of \$9,739.77. Dated 12/13/10.

2. Copies of the job posting and newspaper advertisement for the vacant Senior Librarian position.
3. A copy of the Draft FY 2012 Library Budget. Dated 12/22/10.
4. A copy of the same proposed budget as it appears in the Town's MUNIS accounting system (5 pages). Dated 12/22/10
5. A copy of the special funds budget for FY 2012, which details the proposed requests to be made to the Friends of the Library and Library Trust. Dated 12/1/10.
6. Minutes of the meetings of the Subcommittee for the Seekonk Meadows g00d1uck