

Seekonk Public Library

Board of Library Trustees

Minutes of the meeting on Wednesday, January 19, 2011

CALL TO ORDER.

The meeting was called to order by Chairman Michael Durkay at 6:00 p.m. Trustees Ann Caldwell, Sharon Connors, Cheryl Faria, Richard Perry, Deborah Bostian, Richard Perry, Library Director Sharon St. Hilaire, and Associate Director Peter Fuller attending.

AGENDA CHANGES

Chairman Durkay ask that the following agenda changes be noted under Old Business: Item B. Action Plan, the Library FY 2012 Action Plan will not be considered this evening but at a future meeting; Item C. FY 2012 Budget Request will require a vote; Item D. Policy on the Confidentiality of Library Records Policy that the Director has asked that the previously suggested policy revision be withdrawn; Item E. Technology Plan for E-Rate application will not be considered this evening but at a future meeting.

MINUTES

An error in the minutes was noted. The last line under Item C. FY 2012 Budget Request should read the, The Board agreed to discuss both budgets at the next meetings. Trustee Caldwell moved that the minutes be accepted as corrected and Trustee Bostian seconded. The motion was approved unanimously.

MAIL

The Board received and reviewed a request by Seekonk Girls Softball to use the lobby for sign-ups. Hearing no objections, the application was approved. The Board received and reviewed a request by Do Something and Aeropostale to set-up a collection bin in the

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lobby for Jeans for Teens program. The request was denied because it did not comply with the lobby policy.

The Board received and reviewed request to use the meeting room by the Animal Shelter Building Committee, and Mr. Botelho to plan a proposed program on the U.S. Air Force Academy. Hearing no objections, the applications were approved. The Board also received and reviewed a request from the Mass. Red Cross to hold a blood drive. The Library Director and several trustees expressed reservations about tying up the library's only meeting room for an entire day. It was suggest that the Associate Director should contact the Red Cross and suggest that they send a blood collection van instead.

ADJOURN INTO EXECUTIVE SESSION

The chairman asked for a motion at 6:15 to adjourn in executive sessions as permitted under [Mass Gen. Laws. ch. 30A, § 11A 1/2](#) to discuss the physical health of an employee. Trustee Perry so moved and Trustee Bostian second. The motion was approved unanimously in a roll call vote.

RETURN TO PUBLIC SESSION

The chairman asked for a motion to return to open session at 6:30. Trustee Perry so moved and Trustee Bostian second. The motion to return to open approved unanimously in a roll call vote.

OLD BUSINESS

MEADOWS UPDATE

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Trustee Faria reported that the Meadows Subcommittee was developing a new “marketing plan” and is hoping to sponsor several events in the near future. She submitted the minutes of the Subcommittee’s meeting; which were accepted by the Board. She also distributed a copy of the letter from Chairman Durkay to the fund raising consultant Maureen George, which was discussed at the last meeting.

ACTION PLAN

The Library Director reported that the Action Plan required additional revisions and she asked that it be considered at the next meeting.

FY 2012 BUDGET REQUEST

The consensus of the Board at its November meeting was to submit the budget as proposed by the Library Director for the consideration of the Town Administrator. With the approval of the Chairman, this budget was subsequently entered into MUNIS in early December. Mr. Fuller presented a copy of this budget to the Board at the December meeting. An official vote was not taken at that time, however. Trustee Perry moved that the FY 2012 budget proposal that totaled \$838,445 be adopted as submitted. Trustee Bostian seconded. The Associate Director shared a conversation he had with Mr. Carroll in which Mr. Carroll ask for the formula that is used to calculate the minimum funding requirement for the library to maintain its state certification. [See M.G.L. 78:19a] Mr. Carroll said that the needed to cut over \$80,000 to bring his proposed budget for the Town into balance. He intends therefore to recommend that the library at the minimum level needed to retain certification. Several strategies were discussed. The Library Director noted that the staff has already run several budget projections based on this scenario. She will try to call Mr. Carroll to further discuss the budget. The Board then voted unanimously to approve the motion to accept the budget as submitted.

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* POLICY ON THE CONFIDENTIALITY OF LIBRARY RECORDS POLICY (Sent previously.)

The Library Director reported that she had reviewed the incident involving the attempted theft of electronic game DVDs and subsequent attempt to by the Seekonk Police to obtain information about who had checked out these materials. She felt that there was sufficient grounds to grant their request in this case, and recommended that the policy not be changed. The Director reported that she had called Chief Charron to discuss the issue, but was unavailable and hasn't returned her call. There was some discussion about how exceptions to the policy might be granted in the future. Trustee Perry suggested that the Town Counsel be asked to look at the legal issues involved. The consensus of the Board was the matter required further study and that no action should be taken.

* TECHNOLOGY PLAN FOR E-RATE APPLICATION (Sent previously.)

The Library Director reported that the Technology Plan required some changes and she asked that it be considered at the next meeting.

SENIOR LIBRARIAN POSITION

The Associated Director reported that the library received twenty-six applications for the Senior Librarian position. A panel of staff members and Trustee Caldwell had reviewed the applications and narrowed the field to four top prospects and two alternates. The candidates will be interview on Friday, January 21 and Saturday, January 22. Since both Trustee Caldwell and Connors were unavailable, Trustee Perry agreed to serve on the interview panel.

NEW BUSINESS

*LENDING POLICY FOR THE NOOK E-BOOK READERS

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One of the library's five Nook e-book readers was passed around to show how these devices will be processed for circulation. The staff recommends that the E-book readers be allowed to circulate for a period of two weeks. They loan period may not be renewed. Only Seekonk card holders may place holds on e-book readers. The fine per day will be \$5.00 per day and the maximum fine will be the full replacement cost. Trustee Caldwell moved that the Borrowing Rules and Schedule of Fees be amended to reflect the new staff recommendation. Trustee Bostian seconded. It was noted that the staff raised the recommend fine to \$5.00 from \$1.00 that they had originally recommended. This was in response to the concern expressed by Trustees at their last meeting that \$1.00 would not provide sufficient incentive to get the Nooks back on time. The Board then voted unanimously to approve the motion to revise the rules and fines.

INTERIM STAFFING

The Associate Director reported that there should be adequate coverage of the public services desks through the end of February despite the library's not having a full compliment of librarians. The three remaining librarians mutually agreed to change their work hours and they developed a schedule to make sure that there is at least one public service librarian on duty at all times. The Associate Director was both pleased and proud that the librarians were willing to make a personal sacrifice to maintain adequate coverage.

APRIL ELECTION

The terms of both Trustee Faria and Bostian will expire in April. The Chairman asked both to consider seeking re-election. He noted that the filing deadline for nomination papers was February 14. Trustee Faria agreed to run for re-elections and Trustee Bostian said that she is considering it.

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IX. LIBRARY DIRECTOR'S REPORT

BUDGET: Library expenditures are on target, although expenditures for materials are slightly behind schedule.

STATISTICS: Total circulation in December 2011 was less than that in December 2010. The total, [fiscal]year-to-date circulation is still about one percent ahead of that at the end of December 2010.

SERVICES: The library has begun circulating some copies of "best sellers" under new borrowing rules. This appears to be popular with patrons. It is difficult to keep the display filled. A representative from a service called Freegal was to demonstrate a product that would allow our customers to download music. The demonstration was cancelled, however, because of the snow storm. The staff hopes to reschedule the demo and report back to the Trustees in February.

GRANTS: No report.

PERSONNEL: The library staff interviewed two people that were referred to SPL by organization Citizens for Citizens. Both candidates decided not to come to Seekonk after learning that the positions they held previously at the Somerset Library were again available. The agency is trying to find more qualified candidates for this library.

FRIENDS: The Friends of the Library meet on January 3. Among the items on the agenda was the Library Director's request for funds in FY 2012. The following is from the minutes of that meeting

The library budget request FY 2012 was for \$20,695.00. The \$28,000 the friends have includes \$6,000 from this year's budget to be spent, leaving \$23,000 and the Friends need funds to

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produce and mail the annual newsletter, new signage and other projects. After much discussion, a motion was made by Beverly [Rathburn] to fund \$13,500.00 of the requested budget. Joleen [Vatcher] seconded the motion. The board felt that the laptop computers were not a priority at this time.

TRUST: No report.

GIFTS. The library has received several gifts in memory of Henry Iltzsch. Mrs. Iltzsch has asked that the funds be used for large print books.

BUILDING MAINTENANCE: The library hasn't had any issues with the roof or downspouts spite the bad winter weather. There are several small issues with plumbing, lighting a damaged carpets that DPW will be addressing.

TECHNOLOGY: SAILS was able to change over its servers in record time. The library's self-checkout machines were out of service for about a week, however.

OTHER: An unscheduled closing of the library under the terms of the latest employee contract is a collaborative decision that must be made by both the Town Administrator and Library Director. The library will announce the closings to the public by radio and televisions and on Twitter and Facebook.

CERTIFICATION OF BILLS. : None were presented.

NEXT MEETING & ADJOURNMENT.

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The Board agreed to meet next on February 16, 2012 at 6:00 at the library. Trustee Perry moved to adjourn and Trustee Faria seconded. The Board voted unanimously to adjourn at 7:40

DOCUMENTS DISTRIBUTED AT THE BOARD OF TRUSTEES MEETING
JANUARY 19, 2011

A request to use the lobby by Seekonk Girls Softball

A request to use the lobby by Jeans for Teens

A request to use the meeting room by Animal Shelter Building Committee

A request to use the meeting room by Ken Botelho.

A request to use the meeting room by the Mass. Red Cross

A copy of the FY 2012 Budget Request as entered in the MUNIS system.

A draft copy of the Seekonk Public Library Technology Plan, FY 2012 -2014 [E-mailed prior to the meeting.]

A draft of a proposed change to the Library Policy on the Confidentiality of Patron Records [E-mailed prior to the meeting.]

A draft of a proposed change in the Library Borrowing Rules & Schedule of Fees.

CALL TO ORDER

The meeting was called to order by Chairman Durkay at 6:02 p.m. Trustees attending were Michael Durkay, Ann Caldwell, Cheryl Faria, Richard Perry, Deborah Bostian, Susan Tusino, Library Director Sharon St. Hilaire and Associate Director Peter Fuller.

EXECUTIVE SESSION

The Chairman asked for a motion to adjourn into executive session to discuss strategy relative to bargaining of union contracts and the health issues of an employee. Motion was made by Trustee Perry and seconded by Trustee Bostian. The Trustees approved the motion unanimously in a roll call vote.

Trustee Perry moved to reconvene into open session, which was seconded by Trustee Bostian. The Trustees approved the motion unanimously in a roll call vote.

MINUTES

Trustee Bostian moved to accept the minutes of the January meeting and to receive the minutes of the Meadows Committee. Trustee Perry seconded. It was noted that the date of the subcommittee's meeting minutes should be dated January 18th and not the 19th. The Trustees approved the motion unanimously in a voice vote.

Mr. Fuller announced that the meeting minutes are now available on the Trustee's page of the library's website. www.seekonkpl.org/trustees.html

MAIL

The Board received the following items of mail:

- 1) A letter from the Massachusetts Board of Library Commissioners (MBLC) confirming the FY2011 award of LIG/MEG/NRC grants in the total amount of \$9,739.77.
- 2) A request from Life Group Home School to use the meeting room for April 27th.

The Chairman noted that the Life Group Home School was a non-denominational, educational group. Hearing no objects, the application was approved.

OLD BUSINESS

Passports

The Director asked the Trustees if they wished for her to pursue the library becoming a Passport Acceptance Facility (PAF). It was noted that the Board of Selectmen were on record as opposing the idea, but the library had not formally presented the idea. The Director felt the library was a more appropriate location for the service because the library was open more hours than town hall. She suggested that the number of applications processed would increase because of the more convenient hours. The increase in applications would generate additional revenues for the town. Some Trustees expressed concerns about taking on a new service without additional staffing. It was noted that the staff was already hard pressed to meet existing demands, and that this was the basis for the library's request for additional funds in FY 2013. The Director felt that the new workers provided by the Citizens for Citizens program could handle the task. The consensus was that the Library should not take any action until after the April election.

Meadows Update: Report

Trustee Faria reported that she had met with Mary McNeil, the town Building Official to discuss the proposed signage for the Seekonk Meadows. She distributed several drawings of designs developed by Dennis O'Reilly. The Building Official noted that the five planned signs did not conform to existing zoning ordinance. She did, however, outline the complex process through which the Meadows Committee could try to obtain a variance; which she felt had a good chance of being granted.

The library currently uses portable, sandwich-style signs to announce programs and events. These signs violate the zoning ordinance, however. Ms. McNeil suggested that the library consider replacing its current sign with one that allows messages to be posted. This sign would no doubt also fail to conform, but the library could join in the appeals process for its proposed sign. This would expedite the process for the library. Since the Meadows Committee will be submitting its proposal soon, the library would have to develop a design for submittal in the next few days. The consensus of the Trustees was the library should try to move ahead. The Associate Director will contact sign designers and builders, and try to come up with a plan by next week.

A citizen had a concern about the safety of those sledding on the slopes of the Meadows that he shared with Mr. Carroll. He in turn shared that concern with the library and the Meadows Committee. Mr. Carroll suggested that hay bales be placed around the vent pipes to protect them and those sledding. The Meadows Committee drafted language for a temporary sign that would warn

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people that they used the Meadows at their own risk. The language was sent to Mr. Carroll along with a request that town's legal counsel review the language. The committee is also looking into installing foam padding around the pipes.

Mr. Carroll also reported that the Doorways organization was interested in using the old Police Association building which abuts the Meadows. He asked about the installation of special paver on the Meadow to allow for overflow parking. He thought that this parking could be used by those who access Doorways should the organization relocate. Trustee Faria reported that installing pavers was not a priority for the committee at this time. She also noted that there was not a path or road from the Meadows to the Police Association building. Trustee Bostian who is familiar with Doorways questioned how the many elderly clients of Doorways would be able to negotiate the rough ground with bags of groceries.

Update on FY 2012 Budget

The Director reported that Mr. Carroll had submitted his recommend budget prior to the Governor's announced that he was proposing to reduce aid to cities and town. Mr. Carroll had to reduced his budget by \$66,000 to bring it into balance. He is now proposing that the library be appropriated the minimum amount needed to retain certification. This amount is \$806,308, which is approximately \$38,000 less than the amount requested by the Trustees. Several Trustees expressed a concern that the library was contributing disproportionately to making-up the shortfall budget.

NEW BUSINESS

Technology Plan

Mr. Fuller briefly reviewed the technology plan. A copy of the plan along with an executive summary had been emailed to the Trustees earlier. Several of the Trustees had favorable reactions, and the consensus was that the plan should be submitted to the MBLC for their approval.

Policy Review: Problem Patron Policy, Unattended Children, and Reciprocal Borrowing

The staff recommended that no changes be made at this time.

Building Program

The Director met with Mia Alwen from New England Institute of Technology to discuss developing a building plan. Ms. Alwen will be studying the space needs of the library's various

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programs and functions. These requirements will then be developed into a space use plan. The Trustees asked if this study will build upon the library survey data and earlier studies done by architectural students at Roger Williams. The Director said that they would be incorporated into the study as well as other demographic and performance data.

LIBRARY DIRECTOR'S REPORT

Budget:

With approximately 58% of the fiscal year expired, the Library expended \$463,810 or 58% of its total appropriation of \$797,916.

Statistics:

Total circulation for this fiscal year is running approximately 1% ahead of last year.

Personnel :

The Director announced the appointment of Michelle Gario as Senior Librarian. Two new library pages joined the staff. Anne Maria Kohler and Theresa Velela are part of the Citizens for Citizens job training program.

The Chairman asked for a motion to approve the Director's request to seek the protections under the federal Family Medical Leave Act. Trustee Perry made the motion, which was seconded by Trustee Caldwell. The Chairman noted that this was the procedure employed the last time this issue arose. There was no further discussion and the Trustees approved the motion unanimously in a voice vote.

Friends :

Trustee Bostian reported that The Friends of the Library Newsletter will be mailed out this coming week to every household in Town. She also reported that the Friends have received the required permit from the Health Department to sell packaged snacks. [The library has also received its permit to sell coffee.]

Trust:

The Board members of the Library Trust were in complete agreement with the Trustees' decision to terminate the services of Maureen George, the fund raising consultant hired by the Trust. Since she was engaged by the Library Trust, Rob DeBlois, its Chairman will send a letter to that effect.

Building maintenance:

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The library had some minor damage from leaky downspouts. Dave Miller from DPW installed some electrical wrap heaters to alleviate the problem. The damage has been reported to the Insurance Company and an adjustor has been assigned to the case.

Technology:

The Associate Director met with Debby Blacknee, Technology Director of the Seekonk School system to discuss the library participation in fiber optic network. The schools have had some difficulty implementing their network because of problems with their supplier (Cisco) and their contractor. There are some issues with switches and firewalls that need to be resolved before the library can establish a connection. This provides us with an opportunity to work-out a plan for what services the school and library will share; similar to the process outlined in the Technology Plan. There have been a couple of suggestions, sharing the BYKI on-line language program and accelerated readers program, the latter of which the school hopes to put on the web next fiscal year. It was also learned that the Town also appears to laying fiber connections among their buildings, so the library will have to follow as it develops.

Other:

The Director reported that she intended to recommend to Lauren Walsh, the Capital Improvement Committee (CIC) liaison to the library that the CIC take no action on the pending capital request for library automation. She cited several factor including; the changing needs of the library, the introduction of new and better products, the reduced costs of these new products, and the need to work the placement of this new technology into the space use plan being done. The Board concurred.

ADJOURNMENT:

The Board agreed to next meet on Wednesday March 16th. Trustee Bostian moved to adjourn and Trustee Caldwell seconded. Trustees approved the motion unanimously in a voice vote.

DOCUMENTS DISTRIBUTED AT THIS MEETING

- 1) Letter from the MBLC confirming the award of LIG/MEG/NRC grants totaling \$9,739.77
- 2) Meeting Room request from Life Group Home School for April 27
- 3) Minutes of the Board's January 19 Meeting
- 4) Minutes of the Seekonk Meadows Management Committee Meeting of January 19, 2011
- 5) Seekonk Public Library Technology Plan: Executive Summary
- 6) Seekonk Public Library Technology Plan for Fiscal Years
- 7) Problem Patron Policy
- 8) Unattended Children Policy
- 9) Reciprocal Borrowing Privileges Policy
- 10) An Advertisement for 3M Library Media Box
- 11) Collection of Library Policies & Related Documents

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Call to order. The meeting was called to order by the chairman at 6:04 p.m. Trustees attending were Michael Durkay, Ann Caldwell, Sharon Connors, Cheryl Faria, Richard Perry, Deborah Bostian. Attending also was the Associate Director, Peter Fuller.

Minutes

Trustee Perry moved that the minutes be accepted. Trustee Bostian seconded the motion. Trustee Faria said that the line referring to Dave Cabral's involvement was incorrect and ask the following sentences be substituted,

The Meadows Committee drafted language for a temporary sign that would warn people that they used the Meadows at their own risk. The language was sent to Mr. Carroll along with a request that town's legal counsel review the language. The committee is also looking into installing foam padding around the pipes.

The minutes as corrected were then approved unanimously.

Agenda Changes

The Associate Director asked that "Food for Fines" be added as an item for discussion under New Business. Trustee Perry asked that a discussion of the library issuing passports be added under Old Business. Hearing no objections from the members of the board, the Chair granted the requests.

Mail

The Board acknowledged receiving a letter from MBLC confirm second and last installment of FY'11 LIG/MEG/NRC. The total amount of the award was \$10,378.90

The Board also acknowledged a letter from MBLC approving the library technology plan and certifying it meets the requirements of the FCC Universal Service Fund.

The Board received a request from Seekonk Girl Scout Troop #420 to use the library lobby to sell cookies. Hearing no objections, permission was granted.

Old Business

Passports

Trustee Perry reported that Selectman Parker had inquired of him whether or not the Board of Library Trustees were considering taking over the issuing of passports. The Town Clerk will have to stop issuing passports in May. There was a brief discussion in which the follow issues were raise. Some of the trustees questioned if the Board of Selectmen wished to have the library assume this role based o their past statements. There were several comments and questions about how the service would operate, and how it would impact the other services at the library. Several trustees questioned the advisability of adding a new service when repeated requests for more funding for additional staffing have been rejected. There were also several questions about the fees charged and how that money was handled. Since no additional information was provided, the Board deferred

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on responding to Mr. Parker. The Board asked the Associate Director to contact Mr. Carroll for more information.

Meadows Update: Report

Trustee Faria reported the Meadows Committee met to approve the design and language of the new signs. Full size, mock-ups of the new signs were shown to the trustees. She asked that the trustees review the language of the signs. It was suggested that the word landfill be used instead of Dump on the signs. There was also discussion about what sort of activities were to be allowed on the Meadows. Prohibiting biking was questioned in particular. Trustee Faria thought that the application to install the signs will be considered at the April 25 meeting of the Zoning Board of Appeals [ZBA]. After some further discussion, the chair asked the trustees if anyone had any objections to submitting the application to the ZBA. Hearing no objections, the chairman signed the application.

Trustee Faria also reported that the committee was active in several other areas. Masters Gardeners were recruited to work on the Meadows. They will be working in the evenings of the third Tuesday of every month. Several donations were also received in memory of the late Joseph Chandsey.

Trustee Connors moved that the Board receive and put on file the minutes of the last Seekonk Meadows Committee meeting. Trustee Caldwell seconded the motion. The Board approved unanimously.

Sign Proposal

Dennis O'Reilly who designed signs for the Seekonk Meadows submitted proposals for four types of signs for the library. He included cost estimates for the construction for each type of sign along with a sketch. A brief discussion on the merits of each type of sign followed. The consensus was that all of the signs were too expensive to be considered at this time. It was suggest that there be a combined sign for both the library and the Seekonk Meadows since both facilities share the same entrance. It was agreed that Mr. O'Reilly should be approach and asked about the design of such a sign.

NEW BUSINESS

Warrant Articles for June 20th Town Meeting

The only items pertaining to the library are the re-authorization of the revolving funds, which are incorporated an omnibus article for all such funds in town.

Review of Trustees Award.

The Trustees agreed to again to present the annual Library Trustee Award to a graduating Seekonk High School Senior.

Policy Review.

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The policy on the use of the display case and other display spaces in the library was reviewed by the trustees. The staff recommends that no changes be made at this time. There was no further discussion.

Director's Evaluation

A copy of the self evaluation completed by the Director was distributed. Blank copies of the evaluation form had been distributed previously. The chairman asked that each trustee fill-out an evaluation and send it to him. He would the aggregate everyone's score and comments into a final document.

Food for Fines.

The Board was asked to approve the payment of library fines with canned food during National Library Week, April 10 -16. This has become part of the library's annual celebration of library week. The food collected goes to Doorways. Trustee Bostian moved that the motion be approved, and Trustee Connors seconded. The motion passed unanimously.

Library Director's Report

Budget: With approximately two third of the fiscal year expired, we have expended a \$518,000 or approximately 65% of our total appropriation of \$797,916.

Statistics: I won't be reporting circulation number this month. I have found some inconsistencies in the report I usually report from, so I've asked Marge Bradley to review the numbers with me. I will have them by next month.

Grants: None

Personnel : The library has hired Melissa Chiavaroli as Staff Librarian. Her resume is enclosed in the Trustee's packet. Anne Klegreafe has a hearing tomorrow in Brockton on whether can collect unemployment. The agent who is handling this for the town's insurance carrier wrote me that she most likely will. I don't believe that this will be charged-back to the library, but I haven't heard back from the Finance Director yet. A staff member and her husband have been receiving harassing mail for about a year now. The police were called in immediately to investigate. Recently there was break in the case. The police arrested Ernest Viveiros, of 123 Woodland Ave. for criminal harassment and stalking on Wednesday, March 2. Yesterday, the family was granted a restraining order by the court. We haven't reported this until now because it has been an on-going police investigation.

Friends : Newsletter was mailed out.

Trust: No report

Gifts: Representative Steven Howitt came to see me today. His mother passed away this morning. He had previously discussed with Sharon the possibility of setting-up a special memorial fund. We will

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be asking the Library Trust to create the Julius and Shirley Howitt Memorial Fund to accept these gifts.

Building maintenance: I have spoken with DPW on the possibility of installing a float floor in the computer area. The carpet is in very poor condition, and seam has split open near the public computers. The second insurance adjustor has not been out to inspect the water damage from the leaking downspouts. I have asked the Finance Director to see if he can find out if the damage was covered or was it below our deductible.

Technology: There was additional work performed on the library's fiber optic cable connection so that it can connect with the Town network, which has (or will have) an interface with the school network.

Adjournment. The Board agreed to meet again on April 20 at 6:00 p.m. Trustee Perry moved to adjourn and it was seconded by Trustee Faria. The meeting adjourned at 7:45.

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Documents Distributed

1. Letter from the MBLC, re. FY2011 Award LIG/MEG/NRC
2. Letter from the MBLC, re. Approval of the technology plan
3. Lobby use request from Seekonk Girl Scout Troop, #420
4. Minutes of the Board's February Meeting
5. Minutes of the Seekonk Meadows Management Committee Meeting of February 8, 2011
6. Drafts of messages for the proposed signs for Seekonk Meadows.
7. Letter from Dennis O'Reilly Sketches of four signs along with cost estimates for their installation
8. Letter from the Seekonk High School Guidance Dept, re. Trustee's Award
9. Trustee's Award application form
10. Copy of the policy governing the use of the display case and other display space, and a copy of the application form.
11. Library Director's self-evaluation.
12. Resume of Melissa Chiavaroli, the new staff librarian.

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CALL TO ORDER

The meeting was called to order by Chairman Durkay at 6:00 p.m. in the main meeting room. The change was necessary to accommodate the town administrator selection committee. The Trustees attending were: Deborah Bostian, Ann Caldwell, Michael Durkay, Cheryl Faria, and Susan Tusino. Attending also were the Library Director Sharon St. Hilaire, and Associate Director Peter Fuller.

EXECUTIVE SESSION

The Director reported that the Trustees did not have to go into executive session because the Associate Director has asked that discussion of his contract be delayed until the July or August meeting.

MINUTES

Minutes of the last meeting were not available. Secretary Perry should have them ready by the next meeting.

MAIL

The trustees received copies of two letters from Gemma Law Associates regarding a personal injury case, and the responding letter from the Associate Director. He reported that a small boy was injured when a table top that had been leaning against a wall fell over on to his foot. The letter along with the library's incident report was forwarded to Bruce Alexander and the town's insurance carrier. The library has been asked to preserve any recordings of the incident made by the video security cameras. Copies have already been made on CD.

OLD BUSINESS

The Director introduced Melissa Chiavaroli to the trustees. The library recently hired Melissa as a staff librarian. Melissa gave a brief update on the acquisition of electronic books by the library. The Nook e-book readers should be ready to circulate next week.

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Meadows Update:

Trustee Faria updated the other trustees on the activities of the Seekonk Meadows Committee. She submitted to the trustee the minutes of the committee's last meeting. Trustee Faria also reported on the meeting with the Zoning Board of Appeals about the sign application. There was some discussion at that meeting about installing a combined sign for both the library and the Meadows in order to minimize the number of signs on the site. Although this idea had been discussed previously by both the trustees and the committee, the trustees had not voted to take this action. Trustee Faria showed the trustees a proposed sign design for a joint library and Meadows sign what was prepared by Dennis O'Rielly from the firm of Ars Agassiz. The trustees were favorably impressed with the design. The chairman asked for a motion to approve construction of joint sign and to submit the proposal to the ZBA for their approval. Trustee Bostian made this motion and Trustee Caldwell seconded. The Board approved unanimously.

Trustee Bostian asked that a typographical error in the minutes be corrected to show that Bob McKenna was present at the last meeting of the Meadows Committee. Trustee Bostian then moved that the Board of Trustees accept the minutes of the Meadows Committee meeting and place them on file. Trustee Tusino seconded the motion. The Board approved unanimously.

Trustee Faria showed the trustees quotes from three contractors for the construction of the proposed sign. The Meadows Committee had reviewed these quotes and recommended that Dion Signs in Central Falls be awarded the contract. Several photographs of other signs installed by Dion Signs were also shown to the Trustees. Trustee Tusino moved that Board of Trustees accept the recommendation of the Meadows Committee to contract with Dion Signs and to authorize the release of funds for the project. Trustee Bostian seconded the motion. The Board approved unanimously.

Trustee Faria showed the trustees construction plans for the amphitheater and pavilion that will also serve as a stage. The plans were prepared by Marc Mazzarelli & Associates and received the approval of the state Department of Environmental Protection. She expressed a concern that the project may not get underway due to competing demands on the Department of Public Works and

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on Dave Cabral, the Town Engineer. The Library Director suggested that the library administration could expedite the process by soliciting quotes for construction. She asked that the Board vote to direct her to undertake such actions as needed to expedite the project. Trustee Bostian made that motion, and Trustee Tusino seconded. The Board approved unanimously.

Trustee Faria also reported that an additional \$27,230 had been raised for the Meadows. She asked the trustees vote to formally request that the Library Trustee appropriate this amount to the Meadows Committee to be expended on items identified as part of Phase Two Construction. Trustee Bostian made that motion, and Trustee Tusino seconded. The Board approved unanimously.

Financial Town Meeting

The Library Director reported that the budget recommended by the Town Administrator appears to be headed to the town meeting on June 20, 2011. It does not appear that the library will have a hearing of its budget before the Board of Selectman before the town meeting.

Policy Review

Policies governing the use of the library lobby and the meeting room were set to the Board as part of the annual policy review. The library staff recommended no changes and the trustees took no action.

Disposal of Surplus Property

The Board of Trustees are asked to vote annually to approve the disposal of surplus library to the Friends of the Library and other non-profit, 501C3 organizations as permitted under MGL 30B §15G. Trustee Bostian made this motion and Trustee Tusino seconded. The Board approved unanimously.

MINUTES OF THE MAY 18, 2011 MEETING

NEW BUSINESS

FY 2012 Calendar

The trustees reviewed a proposed calendar for fiscal year 2012. The calendar sets a schedule for key decisions that must be made by the Board of Trustees over the course of a year. The calendar was adopted by consensus.

Planning Process

The Library Director asked that discussion on the long-range plan and action plan for FY 2012 until next meeting. She reported that the staff had to defer any action on these because they have been working on other projects such as the ALA/FINRA Investor Education Foundation grant and the building plan.

Library Trust Appointment

The Library Director reported that Charlene Mullen has agreed to accept an appointment to the Board of the Library Trust. She will be taking the place of Bill Harley who has served on that Board for five years. Trustee Bostian moved that the Board of Library Trustees appoint Charlene Mullen to the Board of the Library Trust, and Trustee Caldwell seconded. The Board approved unanimously.

LIBRARY DIRECTOR'S REPORT

Budget: The library's expenditures are on target.

Statistics: Total circulation is tracking steadily but slightly behind the level of last year.

Grants: The library anticipates asking the FINRA Investor Education Foundation for a large grant. The funds will be used to provide women with training and materials on personal financial management.

MINUTES OF THE MAY 18, 2011 MEETING

Personnel : Paul Roske and Amy Boivin have been hired a substitute librarians. Substitutes as needed to replace regular librarians who are on vacation.

Friends : Trustee Bostian reported that the Friends of the Library made a small profit on their plant sale and raffle. She also reported that the Friends would welcome more involvement by the trustees in the activities of the Friends. She noted that the annual meeting of the Friends is on Monday, June 6 at 7:00. She urged the trustees to attend. The Director said that she would send an email reminding the trustees.

Building maintenance: The Bristol County Sheriff Department will have a crew back in June to finish staining the building.

Other: The Library Director reported that the High School Guidance Department had recommend Zack Holme receive the 2011 Library Trustee's Award. The Director concurred with that recommendation. She noted that Zack wrote an excellent essay. Trustee Faria moved to make the award to Zack Holme and Trustee Bostian seconded. The Board approved unanimously.

ADJOURNMENT

The trustees agreed to meet next on June 15. A motion to adjourn was made by Trustee Tusino and it was seconded by Trustee Caldwell. The Board approved unanimously.

MINUTES OF THE MAY 18, 2011 MEETING

DOCUMENTS DISTRIBUTED:

1. A proposed calendar for fiscal year 2012,
2. Library Lobby Policy
3. Policy and Regulations for Use of the Meeting Room.
4. Meeting Room Request Form
5. Lobby Use Request Form
6. Minutes of the Seekonk Meadows Management Committee Meeting of April 14, 2011.
7. Proposed design for a sign for the Seekonk Library and the Seekonk Meadows.
8. Revised Seekonk Meadows budget
9. Design proposal for the amphitheater and pavilion on Seekonk Meadows.

BOARD OF LIBRARY TRUSTEES MEETING

DATE: MONDAY, JUNE 20, 2011

CALL TO ORDER. The meeting was called to order by Chairman Durkay at 6:05 p.m. at the Seekonk High School. The Trustees attending were: Ann Caldwell, Sharon Connors, Michael Durkay, and Cheryl Faria. Attending also were the Library Director Sharon St. Hilaire, and Associate Director Peter Fuller.

MINUTES

Trustee Connors moved that the minutes be accepted as corrected. Trustee Caldwell seconded the motion. The Board approved unanimously.

MAIL

1. Rhode Island Blood Center request. The Board approved a request by the Blood Center to hold a blood drive in the library parking lot in August.
2. Retired Educators Association of Massachusetts (REAM) request. The Board approved a request by REMA to use the library meeting room on July 27.

OLD BUSINESS

A. FINRA Grant (Report)

The Library Director reported the Library has applied to Smart_Investing@your_library program for a grant of approximately \$99,000 to fund investor education programs targeted at women. The program is being funded by the Financial Industry Regulatory Authority (FINRA) Investor Education Foundation. The library should know in December if it will receive the grant.

B. Meadows Update:

Trustee Faria reported that the contract has been signed for construction of the new joint Seekonk Library and Meadows sign. The Meadows Committee is working on updating its brochure and is continuing to work with the Master Gardeners. Dave Cabral, the Town Engineer has been working with an electrician to get power to the gazebo location on the Meadows. He is confident that there will be electricity available by the time of the first concert on July 6; even if it is a temporary solution. Peter has drafted a basic description of the project and has contacted a dozen contractors. Six have asked for plans, but only two have contacted Dave Cabral. It appears highly unlikely that the concrete pad for the gazebo will be installed by July 6. Peter has contacted DPW about erecting the temporary stage that the Friends of the Library purchased last year. Trustee Faria also presented the minutes of the last Meadows Committee meeting.

BOARD OF LIBRARY TRUSTEES MEETING

DATE: MONDAY, JUNE 20, 2011

Trustee Connors moved that the Board receive and put on file the minutes of the last Seekonk Meadows Committee meeting. Trustee Caldwell seconded the motion. The Board approved unanimously.

C. Bids for Park Project -- Covered in the previous discussion.

New Business

A. Annual Review of Borrowing Rules and Fees and Fines

The Director presented the schedule of fees and fines for fiscal year 2012. She recommended that the annual fee for library cards for out of state residents be set at sixty dollars per card. This fee calculation is based on the amount the Town of Seekonk appropriates annually for library service divided by the total population of Seekonk. This per capita amount is rounded to the nearest amount evenly divisible by five. No changes in the borrowing rules were proposed. Trustee Caldwell moved that the proposed borrowing rules and schedule of fees be adopted as presented. Trustee Faria seconded the motion. All of the Trustees expressed the opinion that this was a bargain considering the quality of the service provided. The Board approved unanimously.

B. Request to Purchase Computer Equipment

The Directed request permission to purchase computer equipment as soon as funding become available. She noted that several computers needed to be replaced and the library wished to start as soon as possible. Trustee Connors moved that On the condition that the library budget is approved at this evening's town meeting, the Board of Trustees authorizes the library staff to purchase computer equipment and software in a total amount not to exceed \$20,000. Trustee Caldwell seconded the motion. The Trustees agreed that moving ahead was a good plan. The Board approved unanimously.

C. Appointment of the Meadows Committee

Trustee Faria moved that Bob McKenna and she be reappointed as members of the Seekonk Meadows Committee. Trustee Caldwell seconded the motion. There was no discussion and the Board approved unanimously.

D. Confidentiality of Library Records Policy

The Director requested that the library's policy on the Confidentiality of Library Records be amended to allow the library to extract personal contact information, for examples, names, addresses, telephone numbers and email addresses from the library records of adults. This information would only be used by the Library, the Friends of the Library and the Library Trust to inform the public about and solicit support for programs of these

BOARD OF LIBRARY TRUSTEES MEETING

DATE: MONDAY, JUNE 20, 2011

organizations. She noted that library users could request not to be contacted. The Director assured the Trustees that no information about what customers borrowed would be shared.

Trustee Connors moved that the current Confidentiality of Library Records Policy be amended to include changes presented in the draft. Trustee Faria seconded the motion. The Trustees agreed that this information would be extremely valuable, and that there appeared to sufficient safeguards built-in to protect users. The Board approved unanimously.

E. Weblinks Policy

The Director proposed amending the library's policy governing links to and from library's Internet sites. The new policy provides more guidance on who may link to the library's site and to which sites the library may establish links. Trustee Caldwell moved that the current Weblinks Policy be amended to include changes presented in the draft. Trustee Connors seconded the motion. The Trustees felt that the more detailed policy would be easier for both staff and customers to understand. The Board approved unanimously.

F. Library Trust Appointment

Trustee Connors moved that Rene Shield be reappointed to the Library Trust to serve a five year term from July 2011 until June 30, 2016. Trustee Faria seconded the motion. The Board approved unanimously.

G. Report on Public Copier.

The Director did not have a specific recommendation at that time and the Board agreed to defer any action until their next meeting.

H. Closing July 2

The Director asked that the Board vote to close the library on Saturday, July 6. She noted that fewer than 600 items were borrowed last year on the Saturday before the Fourth of July. Although it was early in the fiscal year, she anticipates that the staffing budget will be tight. Closing this Saturday was an opportunity to save on personnel cost. Trustee Faria moved that the library be close on Saturday, July 2. Trustee Caldwell seconded the motion. The Board approved unanimously.

LIBRARY DIRECTOR'S REPORT

For Director's Report

Budget: SPL is on target with expenditures. We're projecting about a \$20,000 surplus in the salaries line.

BOARD OF LIBRARY TRUSTEES MEETING

DATE: MONDAY, JUNE 20, 2011

Statistics: Circulation is holding steady but tracking about 10,000 below last year.

Personnel: The hours for Anne Marie Kohler and Terri Vilela, the library's workers from Citizen for Citizens program have been cut. Terrie was also injured in a fall at work and had to be taken to the hospital. There was a general staff meeting held on June 9th.

Friends of the Library: The annual meeting was held June 8. A number of Trustees attended. The Friends voted to approve the library requests for funds.

Technology: The library added four laptop computers for the public to use. They were purchased from the library's appropriation.

Building Maintenance: The work crew from the Sheriff's Dept. finished staining the building and the shed.

Other: We have heard nothing further on the case of the small boy who was injured at the library. My impression from speaking with the claims agent was this probably settled.

Adjournment: The Board agreed not to meet in July. The August meeting will be on August 18. A motion to adjourn was made by Trustee Connors and was seconded Trustee Caldwell. The Board approved unanimously.

BOARD OF LIBRARY TRUSTEES MEETING

DATE: MONDAY, JUNE 20, 2011

DOCUMENT DISTRIBUTED:

1. The REAM application to use the meeting room.
2. Minutes of the May meeting
3. Summary page of the library Grant application
4. Minutes of the Seekonk Meadows Management Committee
5. Borrowing Rules & a Schedule of Fees and Fines
6. Confidentiality of Library Records Policy with proposed amendments.
7. Web Links Policy with proposed changes and amendments.
8. Proposals for public copier service.

BOARD OF LIBRARY TRUSTEES

Minutes of the Executive Session, August 10, 2011.

EXECUTIVE SESSION

Trustee Perry moved to adjourn into Executive Session to discuss contract negotiations with non-union employees. Trustee Connors seconded the motion. The trustees voted unanimously in favor in a roll call vote.

Discussion: Chairman Durkay explained that he withdrew the paper work which would have given the Director and Associate Director a three percent raise after Mr. Parker and Mr. Carroll strenuously objected. Both gentlemen claim that that all departments including the library were directed not give raises to employees in their fiscal year 2012 budgets. Neither gentleman could document this claim, however. The budget submitted by the trustees did clearly state that it included raises for non-union personnel. Mr. Parker and Mr. Carroll also maintained that grant the library administrators a raise would undermine the current bargaining between the town and the various unions.

It was noted that the Associated Director's contract had expired on June 30th and it was currently being extended by mutual agreement. The Board had received a copy of the Associate Directors contract, which included several modifications. [See attached.] The Director reported that she had no objections to the proposed changes. She also suggested that after a discussion with Chairman and Town Administrator that the Associate Director be given an additional five bonus days in vacation leave. These days were to be used in FY 2012 and did not represent a permanent increase. The trustees agreed to vote to approve the proposed contract with the five additional days when they returned to open session. They also agreed that a copy of the contract should be sent to the new town administrator for her inspection.

Reconvene into Open Session Trustee Perry moved that the meeting return open session and the motion was seconded by Trustee Connors. The trustees voted unanimously in favor in a roll call vote.

BOARD OF LIBRARY TRUSTEES

MINUTES OF THE AUGUST 10, 2011 MEETING

1. CALL TO ORDER. The meeting was called to order by the chairman at 6:00 p.m. The Trustees Sharon Connors, Michael Durkay, Cheryl Faria, and Richard Perry attended. Attending also were the Library Director Sharon St. Hilaire, Associate Director Peter Fuller, Town Administrator Pamela Nolan, and Selectman William Rice.

Pamela Nolan, the new Town Administrator was introduced to the Board of Library Trustees. She briefly reviewed her background and expectations in the coming year. Several trustees offered their support and encouragement. They also expressed a desire improve communications between the library board and the board of selectman.

2. EXECUTIVE SESSION

Adjourn into Executive Session. The chairman asked for a motion to adjourn into Executive Session to discuss contract negotiations with non-union employees. Trustee Perry made that motion, Trustee Connors seconded. The trustees voted unanimously in favor in a roll call vote.

Reconvene into Open Session. Trustee Perry moved that the meeting return open session and the motion was seconded by Trustee Connors. The trustees voted unanimously in favor in a roll call vote.

3. MINUTES

The chairman asked if any of the trustees had corrections of the June meeting minutes. Since no changes were suggested, he asked for a motion to accept the minutes as written. Trustee Connors made that motion, which Trustee Faria seconded. The trustees voted unanimously to approve.

4. MAIL

The trustees received a letter from the Massachusetts Water Works Association thanking them for use the library meeting room.

5. OLD BUSINESS

BOARD OF LIBRARY TRUSTEES

MINUTES OF THE AUGUST 10, 2011 MEETING

Associate Director's Contract

The chairman asked for a motion to approved the Associate Director's contract as discussed in executive session with the propose changes and the addition of five extra vacation days for fiscal 2012. Trustee Perry made that motion, which Trustee Connors seconded. The trustees voted unanimously to approve.

FY 2013 Action Plan

The Director distributed a draft of the Library Action Plan for FY 2013. [See attachments.] She explained that the plan sets forth a general direction for the library in the next fiscal year. It is intended to guide the provision of existing library services as well as any new initiatives to be undertaken. The document is also the preliminary step for formulating next year's budget, which will begin later this year. The trustees reacted favorably. They suggested that a final draft be presented and voted on at their September meeting.

Public Copier Proposal

Two proposals to replace the existing public copier were submitted to the trustees at their June meeting. The public copier is operated within the library under an agreement with Copy Data Solutions. The volume of copying has steadily declined, but it is still regarded as an important public service. It was noted at that time that the staff received numerous complaints from the public about the poor quality of the copies. The staff also noted that it was difficult to get Copy Data to send technicians out to service the machine. The library sought recommendations from neighboring libraries, and then solicited proposals from five companies. Only two vendors responded, however. After reviewing the proposals with the staff, the Director recommended that the agreement with Copy Data be terminated and that the trustees accept the proposal from SCS. Trustee Connors made a motion to that effect, and Trustee Faria seconded. The trustees voted unanimously to approve.

Early Literacy Workstation

BOARD OF LIBRARY TRUSTEES

MINUTES OF THE AUGUST 10, 2011 MEETING

The Director reported that the SAILS network negotiated a group rate to purchase an early literacy computer station from AWE, Digital Learning Solutions. She said that the youth services librarians had recommended the purchase one of these stations, but felt that it was too expensive. The group discount made this product much more affordable. The discount was a limited time offer that expired on July 1, however. It had been the library's intention to pay for this workstation from LIG/MEG [state grant] funds. The deadline came before this meeting date, so the library purchased the workstation with funds appropriated for computer replacement. The Director asked that the Board approve the release of \$2,633 in LIG/MEG funds so that this purchase could be charge to the correct account. Trustee Connors moved that \$2,633 of LIG/MEG funds be used to purchase the station, and Trustee Faria seconded. The trustees voted unanimously to approve.

Meadows Report

Trustee Faria reported that the Meadows Committee had arranged to have a group of volunteers to supervise parking on the Meadows site during the library's concerts. She also reported that the URI Master Gardeners are continuing their work on the site every Tuesday evening. The Associate Director reported that the work on the foundation for the gazebo should start this week. The gazebo kit has also arrived. It will be installed as soon as the foundation is ready. Dave Cabral, the Assistant Superintendant of Public Works has received one proposal to bring electricity to the gazebo, and he is working on getting others.

6. NEW BUSINESS

State Report [ARIS]

The annual public library statistic survey, which is also known as Annual Report Information Survey (ARIS), is due August 26. Completion of this report and a report on library expenditures is a prerequisite to being certified to receive state aid. Copies of the ARIS report will be available at the next meeting.

Director's Meeting with new town administrator

BOARD OF LIBRARY TRUSTEES

MINUTES OF THE AUGUST 10, 2011 MEETING

The trustees decided to skip this item since the topic was covered earlier in the meeting during the town administrator's introductory remarks.

Emerging Leaders competition program of ALA

The Director reported that Melissa Chiavaroli has applied for ALA Emerging Leaders program. The Emerging Leaders program enables newer librarians from across the country to participate in problem-solving work groups; network with peers; gain an inside look into ALA structure, and have an opportunity to serve the profession in a leadership capacity.

7. LIBRARY DIRECTOR'S REPORT

Budget: The library finished FY 2011 with a surplus; largely because of the difference in the salaries between the old and new Senior Librarians.

Statistics: The total circulation for FY 2011 was 280,439. This was slightly less (4.3%) than the total for FY 2010, which was 293,170. She attributed the decline to extra days that the library was closed this year, and the growing popularity of electronic books.

Summer Programs: All of the summer programs offered by the library have been exceptionally well attended. Total attendance increased roughly forty percent over last year's total. There are about four hundred children registered for summer reading.

Grants: The library has received a largely positive response from ALA on SPL's application to the *Smart Investing @ Your Library* program. Michelle sent back some minor revisions in response to the grant reviewer's questions. The library should hear on the grant award in December.

Friends of the Library: The new officers for the Friends of the Library are Beverly Rathbun, President, Lora Pielka, Vice President, Joleen Vatcher, Secretary, and Susan Rutter, Treasurer.

BOARD OF LIBRARY TRUSTEES
MINUTES OF THE AUGUST 10, 2011 MEETING

Library Trust: The Seekonk Library Trust has created the Sharon St. Hilaire Community Service Award, which recognizes outstanding service of public employees.

Gifts: No report.

Building maintenance: The firm of DRA Architects, Inc. has been hired to study the Town's public building. The survey team has already visited the library. The crew from the Bristol County Sheriff's Department will be back in the fall to complete staining the exterior.

Technology: The library has purchased ten new laptop PCs, and eight desktop PCs. The desktops are reconditioned, "off-lease" PCs which SPL purchased through SAILS at an exceptional price and with three-year warranties. The library also plans to upgrade all of its PCs to Windows 7 this summer.

8. OTHER

It was noted that the library may place its temporary "sandwich board" signs outside the library. The Director noted that she is experiencing some health problems and may be working a flexible schedule in the coming weeks.

9. NEXT MEETING & ADJOURNMENT

The trustees agreed to meet next on September 14. Trustee Perry moved to adjourn and Trustee Connors seconded. The trustees voted unanimously to approve.

DOCUMENT DISTRIBUTED

1. Proposed contract for the Associate Director [emailed previously].
2. Minutes of the trustees' meeting on June 20, 2011.
3. Letter from the Massachusetts Water Works Association.
4. A draft of the Library Action Plan for Fiscal Year 2013.

BOARD OF LIBRARY TRUSTEES

MINUTES OF THE AUGUST 10, 2011 MEETING

5. Proposals for public coin operated copier services from Copy Data Solutions of Rumford, RI and SCS of Coventry, RI.
 6. Fact sheet on the early literacy station from AWE, Digital Learning Solutions.
 7. Copy of the construction drawing for the new library and Seekonk Meadows sign.
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DRAFT

BOARD OF LIBRARY TRUSTEES MEETING MINUTES FOR SEPTEMBER 14, 2011.

CALL TO ORDER.

The meeting was called to order by Chairman Michael Durkay at 6:01 p.m. The other trustees attending were: Deborah Bostian, Ann Caldwell, Sharon Connors, Cheryl Faria, and Richard Perry. Attending also was Peter Fuller, Associate Library Director.

MINUTES

Trustee Perry moved that the minutes of the August meeting be accepted. Trustee Connors seconded the motion. No corrections were requested, so the Board voted unanimously to approve. Minutes of the Executive session were not in the packet. Mr. Fuller said that he would email copies to the trustees.

MAIL

The chairman read a note from two library users, Jackie Proulx and Elizabeth Paquette, which praised the library for its service in the aftermath of the hurricane.

OLD BUSINESS

Meadows Update [Report]

Trustee Faria reported that Meadows Committee was pleased with how everything is going. She praised the work of the Master Gardeners, and reported that progress was being made on the Gazebo.

Item # b. CIC Materials Handling System [Report]

Mr. Fuller distributed the Capital Committee recommendations for capital expenditures through FY 2015. The committee recommended funding the library materials handling system in FY 2013. The recommended amount was also increased to \$100,000.

Item # c. Action Plan

Trustee Connors moved that the Board approve the Action Plan for FY 2013 as proposed by the Library Director. Trustee Bostian seconded the motion. Chariman Durkay noted that this document was present at that last meeting. He thought the presentation at that meeting as to the purpose of the Action Plan was excellent. The Board voted unanimously in favor.

Item # d. New England Tech Update [Report]

The Library Director has met several times with Mia Alwen, an Interior designer and instructor at New England Tech. Ms. Alwen is developing two sets of proposals for renovating and reorganizing the interior space

of the library. She plans to present (1) smaller scale, interim design, and (2) a more extensive, long-term design. The second design would, for example, move the main entrance to the library to the parking lot side of the building.

Other Old Business

The chairman asked if everyone had received the notice from the Town Administrator about the presentation for town officials and employees on the open meeting law, which will be held at the library on Wednesday, October 12. Trustee Faria agreed to attend on behalf of both the Library Board and the Meadows Management Committee.

4. NEW BUSINESS

Item # a. Policy Review Ethics & Services to Homebound

No changes recommend by the staff. There was no further discussion, and no action taken.

Item # b. Budget Strategy

The Library Director asked that this discussion be postpone. The Town Administrator has indicated that she will not be working on the FY 13 budget until after the fall town meeting. There was no further discussion.

LIBRARY DIRECTOR'S REPORT

Budget: The library has expended approximately 21% of its total town appropriation. Attendance numbers at summer programs improved dramatically over those of last summer. The youth summer reading program had approximately 500 children registered. Attendance at the four summer concerts was also exceptional.

Statistics: The total circulation in August increase over that of a year ago. **Grants:** No report. The chairman inquired if the library had heard anything from FINRA about the library's pending grant application. It had not.

Personnel : No changes to report. Negotiations between the town and the staff association are scheduled for the September 16. The chairman reported also that he is still trying to schedule a meeting with the Town

Administrator to discuss the contract for the Associate Director as well as other hiring related issues. **Friends :**

No report. **Library Trust:** The Library Trust had previous scheduled a meeting at the same time. The Library

Director is attending that meeting. **Gifts:** David Cuszjowski donated a grandmother clock what once belonged to his grandmother. He said that both of his grandparents were library users and were regulars at the Thursday afternoon card games organized by the seniors. As per the library Gift Policy, the donated clock was accepted

DRAFT

BOARD OF LIBRARY TRUSTEES MEETING MINUTES FOR SEPTEMBER 14, 2011.

on behalf of the Friends of the Library, who will ultimately decide how it will be used. **Building maintenance:** No report. Trustee Perry asked if staining the exterior was completed. Mr. Fuller said that to the best of his knowledge the painting crew from the Bristol County Sherriff's Department had to come only to touch-up small areas. **Technology:** The library has encountered some delays in getting Microsoft to renew its volume licensing. This had delayed the deployment of some of the new computers.

Adjournment

The trustees agreed to meet again on Wednesday, October 19. Trustee Perry moved to adjourn and Trustee Connors seconded. The motion was approved unanimously.

DOCUMENT DISTRIBUTED:

1. Draft of the August meeting minutes.
2. Handout from the town meeting with Capital Improvement Committee recommendations for capital expenditures for fiscal years 2012 through 2015.
3. Draft of the Library Action Plan for FY 2013.
4. The Library Ethics Policy
5. The Library Policy for the Home Delivery Service.

Call to Order

The meeting was called to order by Chairman Michael Durkay at 5:01 p.m. The other trustees attending were: Ann Caldwell, Cheryl Faria, Susan Tusino, and Richard Perry. Attending also was Peter Fuller, Associate Library Director.

Memorial Service

The Chairman made brief remarks about the recent, unexpected death of Sharon St. Hilaire, the Library's Director. On behalf of the Trustee, the Chairman had prepared a statement about Sharon which he delivered at the Board of Selectmen's meeting on September 28. He also announced that there would be a memorial service celebrating Sharon's life at the Johnston & Wales Inn on Saturday, October 8 at 10:00 a.m.

Discussion of what needs to be done to keep the library moving forward

The Chairman asked the Associate Director to prepare an assessment of the status of the library. This document was emailed to the Trustees along with several recommendations from the Associate Director. [See attachments.] The recommendations were discussed briefly, and it was suggested that a more detailed plan be prepared for the Board. The Associate Director said that he would have a draft of the recommendations for the next regularly scheduled meeting on October 19.

The Chairman asked for a motion to appoint Peter Fuller as the interim director until such time a permanent director is appointed. Trustee Perry made that motion and Trustee Tusino seconded. There was not further discussion and the trustee voted unanimously to approve.

In his report to the Board, Mr. Fuller indicated that he intended to apply for the positions and he thought that it would be inappropriate for him to manage the recruitment

Board of Trustees of the Seekonk Public Library

Minutes of the Meeting on Thursday, October 6.

process. He suggested that the Trustees form a search committee. The Chairman asked the Sharon Connors, Richard Perry and Anne Caldwell serve as the selection committee. A brief discussion followed about where to obtain information about advertising and positions descriptions.

Other

Trustee Faria asked about the petition for a town meeting warrant article that would change the name of the library to the Sharon St. Hilaire Memorial Library of Seekonk. The petition was being circulation by Trustee Perry with the approval of the Chairman, who noted that quick action was required because the warrant was closing on Friday. Trustee Faria did not think it was an appropriate way to honor Sharon and she felt that there should have been more discussion. The Chairman also mentioned a suggestion made by the Associate Director that the entire complex at 410 Newman be name the Sharon St. Hilaire Community Center. He felt that this was a way to acknowledged Sharon's vision for the site, provide an innovative way to honor an innovator and avoided many of the problems associated with renaming existing institutions. The Chairman said that the Board was not totally committed to one approach but needed to act to keep this option open. He promised that there will be more discussion of the topic at future meetings.

Adjournment

The trustee agreed to meet next on Wednesday, October 19 at 6:00 p.m. The Chairman asked for a motion to adjourn. Trustee Tusino made the motion and Trustee Caldwell seconded. The motion passed unanimously at 6:15 p.m.

Executive Session

Trustee Perry moved to adjourn into executive session as allowed by Mass. G.L. c. 30A s. 21 to conduct a strategy session for negotiations with nonunion personnel and to conduct contract negotiations with nonunion personnel. Trustee Caldwell seconded the motion. The trustees approved unanimously in a roll-call vote.

Discussion

The Trustees discussed increasing the pay rate for Peter while he serves as the Interim Director. The position of associate director is currently a grade 15 in the salary structure in the town's personnel by-lay. The director's position is a grade 17. Trustee Perry reported that he had a discussion with Pam Nolan, the town administrator and she suggested that the rate be set at \$80,000 annually or approximately halfway between what Peter is currently earning and what Sharon had be earning. The consensus was that this was fair and that the town administrator's recommendation should be followed. Peter said that the amount was more than he expected and thanked the trustees.

Reconvene into Open Session

Trustee Perry moved to reconvene into open session. Trustee Caldwell seconded the motion. The trustees approved unanimously in a roll-call vote.

CALL TO ORDER.

The meeting was called to order by Chairman Michael Durkay at 6:05 p.m. The other trustees attend were Deborah Bostian, Ann Caldwell, Cheryl Faria, Richard Perry, and Susan Tusino. Attending also was Peter Fuller, the interim director.

Executive Session

Trustee Perry moved to adjourn into executive session as allowed by Mass. G.L. c. 30A s. 21 to conduct a strategy session for negotiations with nonunion personnel and to conduct contract negotiations with nonunion personnel. Trustee Caldwell seconded the motion. The trustees approved unanimously in a roll-call vote.

Reconvene into Open Session

Trustee Perry moved to reconvene into open session. Trustee Caldwell seconded the motion. The trustees approved unanimously in a roll-call vote.

Minutes

The minutes of the August executive session, the September regular meeting, and the October special meeting were sent out previously to trustees for review. The chair asked for a motion to accept all of the minutes as presented. Trustee Perry so moved and Trustee Bostian seconded. Hearing no suggested changes or additions, the motion passed unanimously by voice vote.

Mail

The Trustees received three items of mail, (1) an invitation to a conference of the Mass. Library Trustees Association, (2) a request by AAA of Southeastern New England to use the meeting room on January 5, 2012 to present an educational seminar on reverse mortgages, and a request for the Seekonk Recycling Committee to use the lobby on Saturday, November 12 to promote home recycling and composting. The Associate Director recommended approving the application from AAA. Although the Board generally doesn't approve application from organizations offering free financial seminars, he felt AAA should be granted an exception for several reasons.

This is currently a topic of great interest to many older home owners, who comprise an important segment of the library's user base. AAA and its affiliated organizations are non-profit groups. The seminar is strictly informational and AAA will not be selling their services. AAA has offered this program in other public libraries in RI and Mass. They are primarily targeting AAA members in the East Bay and southeastern Mass – not looking

for customers. Chairman asked for a motion to approve both applications. Trustee Bostian so moved and Trustee Tusino seconded. Hearing no further discussion, the motion passed unanimously by voice vote.

OLD BUSINESS

Report from the Meadows Management Committee

Trustee Faria reported on the activities of the Meadows Management Committee. The gazebo should be erected soon. The committee has also approved the construction of the concrete pads needed for benches and picnic tables. The committee is planning a Grand Opening of the Meadows on Sunday, June 24, 2012. The committee still needs to raise approximately \$50,000 to complete Phase I and II of the construction. Copies of Mission Statement for the Seekonk Meadows and the form to request use of the Meadows were distributed. These were distributed at the April trustee's meeting. There are no minutes from that meeting and the documents were not distributed to the staff. A copy of the Meadows Management Committee's proposed operating budget for on-going maintenance of the park was also distributed.

A question arose about the library's use of the Meadows. The library had an educational program on model rocket building and had scheduled a launch of the rockets built by the participants on the Meadows. A member of the Meadows Committee questioned the safety of the program and asked if the committee had authorized the activity. The library staff was not aware of the committee's application form, and they were under the impression that library programs did not require approval of the committee. The Peter will ask for a clarification from the Meadows committee.

It was suggested that there be a joint meeting of the trustees, Library Trust, Friends of the Library, and the Meadows Committee to discuss the short and long term goals of each group. It is particularly important that this discussion take place before selecting a permanent director. A key part of the director's job is working with the Library Trust, the Meadows Management Committee and the Friends of the Library, and the trustees would like to have input from these bodies. Specifically, the trustees are interested in learning what sort of skills and abilities you believe a permanent director must have to develop a successful working relationship with your group. The trustees would also be interested in discussing the short and long term goals of each organization.

The new signs for the Meadows are ready to be installed. There was some question as to whether the library's current lighted sign will be removed. It was unclear if that was part of the agreement with the Zoning Review Board. Since the new sign will probably not be lighted until the spring, it was suggested that the library retain its lighted sign until then. The interim director offered to call the Mary McNeil town's building official.

The Meadows Management Committee is also proposing that a special fund be set up in memory of the Sharon St.Hilaire. The fund would support arts projects and performances on the Meadows.

Report from the subcommittee for selecting a permanent director

The committee has not met because Sharon Connors is away. Members of the committee have started collecting job descriptions, however. Trustee Perry recommended that the trustees establish a deadline for the appointment of a permanent director. The selection committee could then develop a timeline for the process working back from that date. After some discussion, the trustees agreed that April 1, 2012 would be a reasonable deadline. The chair asked for a motion to that effect. Trustee Perry so moved and Trustee Caldwell seconded. Hearing no further discussion, the motion passed unanimously by voice vote. Trustee Perry also suggested that two citizens of Seekonk who are library users be appointed to the selection committee. He felt that it was important to diversify the committee and demonstrate that it was an open process. The trustees discussed whether or not to appoint a representative from the Friends of the Library and the Library Trust to the committee. The consensus was that this would not be appropriate given the goal is to diversify the committee. Peter suggested that the staff could develop a list of a dozen candidates for the trustees to consider. The trustees accepted that offer.

Report on Open Meeting Law training session

Three trustees, Anne Caldwell, Deborah Bostian, Cheryl Faria and the Peter attend the training on October 12, which was held at the library. The presenter was Joyce Frank, the town's legal council from the firm of Kopelman and Paige. The consensus of the attendees was that the presentation was well done, but the subject was extremely complex. Several questioned the need for such complexity. Peter distributed his notes from the training. A printout the Ms. Frank's PowerPoint presentation and other handouts from the training are on file at the library for future reference.

Status report on library operations, FY 2012 budget projection & suggested priorities through January 2012

The Peter distributed a list of suggested priorities for library projects and programs through January 31. The final list was developed from list contributed by each senior staff member.

Associate Director's contract and pay differential

The board approved an employment contract for the associate director at it August meeting pending a review by the town administrator. The new administrator Pam Nolan reviewed the contract and had no objections. The chairman and the associated director have signed the final contract.

As discussed in the executive session earlier in the evening, the chair asked for a motion to set the salary for the interim director at \$80,000 per year. The interim director shall serve until April 1 or until a permanent director is appointed. The change in rate shall be effect retroactively from the date of his appointment on October 6, 2011.

Policy Review: Board of Library Trustees' Agenda Items & Internet Social Networking Policy

No action was requested or taken. The staff feels that the Internet Social Networking Policy works well, and the Trustees also felt that their policy functions well.

NEW BUSINESS

Library programming on Cable-9

The library has been discussing the possibility of doing a library show on public access television with the staff at TV-9. Jeffery Fountain, the executive director for TV-9 has encouraged the library to prepare a twenty to thirty minute program that would run every other week. He could not guarantee a time slot for the library in the next year unless we made commitment before the end of this year. The consensus among the staff was that a single monthly program may be possible during this interim period. Assuming that the Board did not object, the staff would like to go ahead on a trial basis.

FY 2013 Budget

The Peter reported that the town administrator has not sent out any directions on preparing the budget for FY 2013 as of yet. There are a couple of issues to keep in mind as the budget is being prepared, however. The Municipal Appropriation Requirement (MAR) standard which must be met to retain state certification will be \$817,100. This represents an overall increase of \$10,800 or 1.33% over last year's appropriation.

According to Diane Carty of the MBLC, any surplus in the salary line should not impact the calculation of the state aid formula since libraries are required to use the larger amount of either their local appropriation or their total expenditure.

The SAILS library network is also changing its billing formula, so Seekonk's assessment will increase next year.

One Book One Community Program for Town's Bicentennial

The library staff would like to participate in the Town's Bicentennial Celebration by offer our version of the One Book One Community program. The staff would like to request that the Friends of the Library fund the program. Melissa from the staff would like to give a brief presentation on program at the Trustees next meeting. Should the Board approve the request, it would be submitted to the Friends in December.

Report from Chairman on warrant article

Chairman Durkay reported that the warrant article requesting that the name of the library be changed to the Sharon St.Hilaire Memorial Library will not be submitted to town meeting. The initial understanding was this action required town meeting approval, so there was a rush to get the petition to the selectman before the deadline. It was learned subsequently that the name change does not require such approval and that the

trustees can take action. He noted that several other possibilities have been suggested as possible memorials in the interim. He felt that the trustees should defer action at this time so that they may properly deliberate on all of the options under discussion. The trustees were in general agreement and they will take-up the issue at a more appropriate time in the future.

Director's Report

- A. Budget: Expenditures are on target. At the end of the first quarter, approximately 74% of the FY 2012 appropriation remains.
- B. Statistics: Last month's total circulation dipped slightly below that in September 2010 but which might be expected given that we closed a Saturday.
- C. Programs: The library sponsored or produced ten adult programs or classes, and twenty-one children's programs and outreach visits in September.
- D. Meeting with
Mia Alwen: Mia Alwen, is the interior designer & instructor at New England Tech that Sharon was collaborated with on changes to the building. Mia is interested in continuing this relationship. She has a studio class on designing public spaces that will be starting in January. She would like to have her students use Seekonk Public Library as their class project. There would be a minimal involvement of staff; perhaps some interviews or providing some data. If you area agreeable, we would just have to send a brief, acknowledgement committing the library to working with her and her class.
- E. Grants FINRA Foundation /ALA grant. A copy was sent to the trustees and the library should learn in December if its application has been approved.
- F. Personnel: The library plans to begin recruitment of substitute circulation workers and librarians. These are part-time, on-call employees who provide coverage when regular staff is out.

A negotiation session between the town and the library staff association has been scheduled for Thursday, November 7 at 10:00.
- G. Friends Friends of the Library's holiday basket raffle is going on. Tickets are \$1 each or eight for \$5.
- H. Trust: A memorial fund in Sharon's name was setup to accept contributions to the Meadows. The Library Trust received a \$25,000 bequest from the estate of Mary McGrath

The 21st Century Fund Appeal should start in early November.

- I. Gifts: Received \$1,000 from the for the Library's Environmental Resource Center from the Seekonk Preservation Land Trust.
- J. Building: No Report
- K. Former Police
Assoc. Building: The town is again looking to use the building and it may have an impact on the Meadows and/or library property.
- L. Technology: MX and BMI have been engaged to clean-up some network issues, and help with the transition to Windows 7.

The SAILS network is studying the use of automated voice notification system. Customers would be given the option of being contacted either by telephone or email.

- M. Other: The library newsletter traditionally starts with a message from the library director. I would like to use that space in November to acknowledge many people and their kindness. The Trustees are welcome to use that space in the future if they wish to communicate the library's users.

Next meeting & adjournment

The trustees agreed to meet again at 6:00 p.m. on Wednesday, November 9. Trustee Bostian moved to adjourn and Trustee Caldwell seconded. The motion passed unanimously by voice vote.

Documents Distributed at this Meeting

1. Drafts of the minutes
2. An invitation to a conference of the Mass. Library Trustees Association
3. A meeting room request from AAA of Southeastern New England for January 5, 2012 presentation on reverse mortgages.
4. A lobby use request from Seekonk Recycling Committee to use the lobby on Saturday, November 12
5. Form to request use of the Seekonk Meadows
6. Mission Statement of the Seekonk Meadows
7. Proposed operating budget for maintain the Seekonk Meadows
8. Peter's notes from the Open Meeting Law training.
9. Staff's Recommended Priorities for the Library Through January 31, 2012
10. Cost Project for Additional Staff and Computer Support
11. The Board of Trustee's Policy on Agenda Items
12. The Library's Internet Social Networking Policy.

Board of Library Trustees

Minutes of the November 9, 2011 Meeting

Call to Order: The Meeting was called to order at 6:02 by vice-chair, Sharon Connors. Trustees attending were Ann Caldwell, Cheryl Faria, and Richard Perry. Interim Director Peter Fuller also attended.

Peter reported that Mike Durkay was delayed but planned on attending. He also asked the order agenda be changed so that Melissa Chiavaroli could give her presentation first. Hearing no objections, the chair agreed to the change.

Presentation on Community Read: Melissa has been working with the town's bi-centennial committee, and has proposed that the library for its part of the celebration do a "community read program." Everyone in the town will be invited to read one title, and number of events and programs will be scheduled. She noted that this type of program had its origins in the *One Book, One Community* program of the Center for the Book at the Library of Congress, and is used throughout the country. The title selected was *Empire Falls* by Richard Russo. The proposed budget for the program is approximately \$2,000, which will be requested from the Friends of the Library. This request will be part of the annual appropriation request submitted to the Friends of the Library in December each year. Peter reported that the Youth Services Department is planning a "community view" program. The library will be renting a large outdoor movie screen. The public will be invited to gather on the back lawn of the library for the showing of the movie, *Shrek*.

Mike Durkay arrived at 6:10 and Sharon Connors relinquished the chair of the meeting to him.

Minutes: Minutes of both the regular and executive session for October 19, 2011 were sent out previously for the trustees to review. Trustee Connors moved that they be accepted and Trustee Caldwell seconded. No changes were suggested and both sets of minutes were approved unanimously.

Mail: There was no mail.

OLD BUSINESS

Meadows Update: Trustee Faria reported that the signs for the Meadows were installed. She also reported that the Meadows Management Committee had received an application to use the Meadows. This is the first time the new form has been used. The Meadows Committee is developing a proposal for a suitable use of the donations made in memory of Sharon St. Hilaire. The committee has proposed an annual program devoted to performing arts, which will take place on the Meadows. The committee will be meeting the following evening.

Questions & Comments: Trustee Perry asked about how the rules posted on one of these signs were to be enforced. Trustee Faria said that the Seekonk Police Department should be contacted.

Report from the Selection Committee: Trustees Caldwell, Connors and Perry are the members of this committee. They jointly reported that they have collected job descriptions and advertisements, and are

Board of Library Trustees

Minutes of the November 9, 2011 Meeting

in the process of going through these. The committee reviewed the timeline for the entire process. Trustee Connors expressed the opinion that the April 1 deadline was feasible assuming that the entire process runs smoothly on schedule. The selection committee had received the list of library users whom the staff had nominated to serve as one of the two non-trustee members of the committee. After a brief discussion, the consensus of the Trustees was that the library should ask people through the website and newsletter to apply for these positions on the selection committee. The trustees discussed to what extent the town administrator should be involved in the process since Peter had indicated that Mrs. Nolan expected to participate. No agreement was reached, but the trustees felt that it was important to keep the town administrator informed.

Report on Joint Meeting: Trustee Durkay reported that he is working on getting a joint meeting of representatives from the Board of Library Trustees, the Library Trust, the Meadows Committee, and Friends of the Library. He noted that it may not be possible to schedule such a meeting until after the holidays.

Policy Review: The library's Web-link Policy was reviewed. Peter reported that it is working as intended. No changes were suggested by the staff and no action was taken by the trustees.

Library Sign: As reported earlier the new signs were installed in the Meadows, including the large joint Seekonk Library and Meadows sign. This sign will probably not be lighted until the spring, however. Peter did speak with Mary McNeill the outgoing building official. Her recollection was that the library had offered to remove its current, lighted sign when the new sign was installed. She did not think that there would be a problem waiting on the removal of the current sign until the new one is lighted. She said that issue should be discussed with the incoming building official, however.

NEW BUSINESS

FY 2013 Funding Request for the Friends of the Library: Peter presented a budget showing the items for which the staff is requesting funding. [See attached.]The library's practice is to have requests for funding made of the Friends of the Library, Library Trust and other sources approved by the trustees and submitted once annually. This year the library is requesting a total of \$19,000 from the Friends; predominately for programs since the library has budgeted only a small amount from the town appropriation for programs. Trustee Connors moved that the proposed request be accepted and Trustee Perry seconded. There was no further discussion and the trustees voted unanimously to approve.

FY 2013 Funding Request for the Library Trust: Peter said that the request to the Library Trust to fund a materials handling system that was in current budget was not included in the FY 2013 request. He felt that the system required more analysis because changes in technology and pricing. He noted also that issues with the building may need to be assigned a higher priority. The report from the Capital Improvement Committee's facility study is due next year as well as the study being conducted by the New England Tech students of Mia Alwen. Peter felt that further discussion among the trustees was needed before making a commitment. The trustees took no action.

Approval of Conference Expenses: Peter reminded the trustees that Melissa would be attend the American Library Association's (ALA) Mid-winter Conference in Dallas as part of the future leaders program. The library had committed to sending her to the conference as part of her application to the program. He also said that should the library receive the ALA/FINRA Foundation Grant award, Michelle will also be attending the same conference. Although most of Michelle's expenses would be covered by the grant, Peter has asked the Michelle stay an additional day to review some of the new technology that will be on display. Since Michelle and Melissa needed to get their reservation in early, Peter asked that the trustees approved expenditure from the Smart Memorial Trust in an amount not to exceed \$1,000 for conference expenses. Trustee Perry so moved and Trustee Caldwell seconded. There was no further discussion and the trustees voted unanimously to approve.

Library Budget for FY 2013: The finance director had not issued direction on next year's budget yet, so discussion was postpone until to the next meeting.

Director's Report

Budget: The library is about a third of the way through the fiscal year and approximately 36% of the town appropriation has been expended.

Statistics: Total circulation is still tracking closely with the previous year. The library is just half a percent behind.

Programs: Youth Services had thirty-two programs in October with a total attendance of 545 persons. Adult Services had seventeen programs with a total of 286 persons attending.

Grants: No report.

Personnel : (1) Advertising for substitute librarians and circulation staff people. The library is down to one of each right now. The need for substitute staff will become critical as we approach the end of the calendar year when people have to use up vacation time. Additionally, both Michelle and Melissa will be attending ALA's Mid-winter conference should the library get the FINRA grant. (2) The library also lost one of the people from Citizens for Citizens because of budget cuts.

Friends : The Friend made approximately \$650 at their book sale. The Friends are considering removing the shed and replacing it with another POD like the one that's out there now. The shed is falling apart, and the storage POD is an inexpensive option. They don't look all that good, however. Although a second may not be any more noticeable if they are placed parallel with the building.

Questions & Comments: The consensus of the Trustees was that another storage container would not be appropriate. They preferred that the Friends either repair the existing shed or replace it with a larger one. Peter will report back to the Friends.

Board of Library Trustees

Minutes of the November 9, 2011 Meeting

Library Trust: The Library Trust will be meeting next Wednesday. This should be the annual meeting at which they will elect new officers. Rob DeBlois will be stepping down as chairman.

Gifts: No report.

Building maintenance: Three local flooring companies were approached to come up with suggestions and prices for fixing the area around the personal computing center. Depending on how much it is, Peter would like the Trustees to consider using LIG/MEG funds.

Technology: (1) We're still in the process of upgrading to Windows 7. The staff computers are pretty much done, but the public side still needs to be done. We also have some networking issues that need to be resolved, e.g. the antivirus and backup software, (2) The SAILS network has upgraded its on-line catalog, which used to be called iBistro. It's now called e-catalog and employs open source architecture. SAILS is still working out some bugs on the home-user end, however.

Other: Cable TV show. The staff would like to hold off on doing a library show on cable. They have several concerns; basically it comes down to not having the time needed to produce an interesting show twice a month. We would like to put out something of high quality that explains what we do, and that will give non-users a taste of the library experience. We have meeting scheduled for Nov 21 at 2 p.m. and the first show will be recorded afterwards.

OTHER TRUSTEE COMMENTS & REPORTS

Trustee Durkay and Connors expressed surprise that Peter was working from this current desk. Both trustees expressed the opinion that Peter should occupy the Director's Office. Peter said that he made use of the office as needed. It was also suggested that Peter change the telephone system and have another person record the greetings and auto-attendant messages. Peter noted that calls made to the director's extension are currently forwarded automatically to his desk.

NEXT MEETING & ADJOURNMENT: The trustees decided to hold their next meeting on Wednesday, December 14 at 6:00 p.m. Trustee Perry moved to adjourn at 7:30 and Trustee Connors seconded. Motion passed unanimously.

Board of Library Trustees
Minutes of the Wednesday, December 14 Meeting

- 1) **Call to order.** The Chairman Mike Durkay called the meeting to order at 6:02. The other trustees attending were Sharon Connors, Cheryl Faria, and Anne Caldwell. Attending also was Peter Fuller, the Interim Director.
- 2) **Executive Session.** The Chairman asked the Board to adjourn the meeting into executive session as permitted in Mass. G.L. c. 30A s. 21 to discuss strategy related to collective bargaining strategy and negotiations with non-union employees. Trustee Connor so moved and Trustee Faria seconded the motion. The trustees approved unanimously in a roll call vote. The Trustees returned the meeting to open session at 6:15.
- 3) **Minutes.** The Chair asked for a motion to accept the minutes. Trustee Caldwell so moved and Trustee Faria seconded. It was noted that Mike Durkay appeared as Mick. The minutes were then approved unanimously with that correction.
- 4) **Mail.** There were three items of mail. (1) A letter from the Massachusetts Board of Library Commissioners that confirmed that the library complied with state requirements, and that the library will receive \$9,845 as its first payment in state aid. (2) A letter from the Executive Director of the American Library Association (ALA) announcing that the FINRA Investor Education Foundation's Smart investing @ your library program has awarded the Seekonk Public Library a grant of \$98,818 to fund the library's Dollars and Sense Program. This is a two year program which will focus on providing financial information and training to women. (3) The American Red Cross asked that they be allowed to conduct a blood drive at the library on Wednesday, February 29. The Red Cross will park its blood collection van in the parking lot for the drive.

Discussion: The Trustees congratulated Michelle Gario who was the principal writer of the grant request made to ALA. The trustees suggested that some formal communication be sent to the Board of Selectmen informing them of the grant. In particular, the trustees wanted the selectmen to know that

Board of Library Trustees

Minutes of the November 9, 2011 Meeting

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Board of Library Trustees

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NEXT MEETING & ADJOURNMENT: The trustees decided to hold their next meeting on Wednesday, December 14 at 6:00 p.m. Trustee Perry moved to adjourn at 7:30 and Trustee Connors seconded. Motion passed unanimously.

CALL TO ORDER.

The meeting was called to order by Chairman Michael Durkay at 6:05 p.m. The other trustees attend were Deborah Bostian, Ann Caldwell, Cheryl Faria, Richard Perry, and Susan Tusino. Attending also was Peter Fuller, the interim director.

Executive Session

Trustee Perry moved to adjourn into executive session as allowed by Mass. G.L. c. 30A s. 21 to conduct a strategy session for negotiations with nonunion personnel and to conduct contract negotiations with nonunion personnel. Trustee Caldwell seconded the motion. The trustees approved unanimously in a roll-call vote.

Reconvene into Open Session

Trustee Perry moved to reconvene into open session. Trustee Caldwell seconded the motion. The trustees approved unanimously in a roll-call vote.

Minutes

The minutes of the August executive session, the September regular meeting, and the October special meeting were sent out previously to trustees for review. The chair asked for a motion to accept all of the minutes as presented. Trustee Perry so moved and Trustee Bostian seconded. Hearing no suggested changes or additions, the motion passed unanimously by voice vote.

Mail

The Trustees received three items of mail, (1) an invitation to a conference of the Mass. Library Trustees Association, (2) a request by AAA of Southeastern New England to use the meeting room on January 5, 2012 to present an educational seminar on reverse mortgages, and a request for the Seekonk Recycling Committee to use the lobby on Saturday, November 12 to promote home recycling and composting. The Associate Director recommended approving the application from AAA. Although the Board generally doesn't approve application from organizations offering free financial seminars, he felt AAA should be granted an exception for several reasons.

This is currently a topic of great interest to many older home owners, who comprise an important segment of the library's user base. AAA and its affiliated organizations are non-profit groups. The seminar is strictly informational and AAA will not be selling their services. AAA has offered this program in other public libraries in RI and Mass. They are primarily targeting AAA members in the East Bay and southeastern Mass – not looking

for customers. Chairman asked for a motion to approve both applications. Trustee Bostian so moved and Trustee Tusino seconded. Hearing no further discussion, the motion passed unanimously by voice vote.

OLD BUSINESS

Report from the Meadows Management Committee

Trustee Faria reported on the activities of the Meadows Management Committee. The gazebo should be erected soon. The committee has also approved the construction of the concrete pads needed for benches and picnic tables. The committee is planning a Grand Opening of the Meadows on Sunday, June 24, 2012. The committee still needs to raise approximately \$50,000 to complete Phase I and II of the construction. Copies of Mission Statement for the Seekonk Meadows and the form to request use of the Meadows were distributed. These were distributed at the April trustee's meeting. There are no minutes from that meeting and the documents were not distributed to the staff. A copy of the Meadows Management Committee's proposed operating budget for on-going maintenance of the park was also distributed.

A question arose about the library's use of the Meadows. The library had an educational program on model rocket building and had scheduled a launch of the rockets built by the participants on the Meadows. A member of the Meadows Committee questioned the safety of the program and asked if the committee had authorized the activity. The library staff was not aware of the committee's application form, and they were under the impression that library programs did not require approval of the committee. The Peter will ask for a clarification from the Meadows committee.

It was suggested that there be a joint meeting of the trustees, Library Trust, Friends of the Library, and the Meadows Committee to discuss the short and long term goals of each group. It is particularly important that this discussion take place before selecting a permanent director. A key part of the director's job is working with the Library Trust, the Meadows Management Committee and the Friends of the Library, and the trustees would like to have input from these bodies. Specifically, the trustees are interested in learning what sort of skills and abilities you believe a permanent director must have to develop a successful working relationship with your group. The trustees would also be interested in discussing the short and long term goals of each organization.

The new signs for the Meadows are ready to be installed. There was some question as to whether the library's current lighted sign will be removed. It was unclear if that was part of the agreement with the Zoning Review Board. Since the new sign will probably not be lighted until the spring, it was suggested that the library retain its lighted sign until then. The interim director offered to call the Mary McNeil town's building official.

The Meadows Management Committee is also proposing that a special fund be set up in memory of the Sharon St.Hilaire. The fund would support arts projects and performances on the Meadows.

Report from the subcommittee for selecting a permanent director

The committee has not met because Sharon Connors is away. Members of the committee have started collecting job descriptions, however. Trustee Perry recommended that the trustees establish a deadline for the appointment of a permanent director. The selection committee could then develop a timeline for the process working back from that date. After some discussion, the trustees agreed that April 1, 2012 would be a reasonable deadline. The chair asked for a motion to that effect. Trustee Perry so moved and Trustee Caldwell seconded. Hearing no further discussion, the motion passed unanimously by voice vote. Trustee Perry also suggested that two citizens of Seekonk who are library users be appointed to the selection committee. He felt that it was important to diversify the committee and demonstrate that it was an open process. The trustees discussed whether or not to appoint a representative from the Friends of the Library and the Library Trust to the committee. The consensus was that this would not be appropriate given the goal is to diversify the committee. Peter suggested that the staff could develop a list of a dozen candidates for the trustees to consider. The trustees accepted that offer.

Report on Open Meeting Law training session

Three trustees, Anne Caldwell, Deborah Bostian, Cheryl Faria and the Peter attend the training on October 12, which was held at the library. The presenter was Joyce Frank, the town's legal council from the firm of Kopelman and Paige. The consensus of the attendees was that the presentation was well done, but the subject was extremely complex. Several questioned the need for such complexity. Peter distributed his notes from the training. A printout the Ms. Frank's PowerPoint presentation and other handouts from the training are on file at the library for future reference.

Status report on library operations, FY 2012 budget projection & suggested priorities through January 2012

The Peter distributed a list of suggested priorities for library projects and programs through January 31. The final list was developed from list contributed by each senior staff member.

Associate Director's contract and pay differential

The board approved an employment contract for the associate director at it August meeting pending a review by the town administrator. The new administrator Pam Nolan reviewed the contract and had no objections. The chairman and the associated director have signed the final contract.

As discussed in the executive session earlier in the evening, the chair asked for a motion to set the salary for the interim director at \$80,000 per year. The interim director shall serve until April 1 or until a permanent director is appointed. The change in rate shall be effect retroactively from the date of his appointment on October 6, 2011.

Policy Review: Board of Library Trustees' Agenda Items & Internet Social Networking Policy

No action was requested or taken. The staff feels that the Internet Social Networking Policy works well, and the Trustees also felt that their policy functions well.

NEW BUSINESS

Library programming on Cable-9

The library has been discussing the possibility of doing a library show on public access television with the staff at TV-9. Jeffery Fountain, the executive director for TV-9 has encouraged the library to prepare a twenty to thirty minute program that would run every other week. He could not guarantee a time slot for the library in the next year unless we made commitment before the end of this year. The consensus among the staff was that a single monthly program may be possible during this interim period. Assuming that the Board did not object, the staff would like to go ahead on a trial basis.

FY 2013 Budget

The Peter reported that the town administrator has not sent out any directions on preparing the budget for FY 2013 as of yet. There are a couple of issues to keep in mind as the budget is being prepared, however. The Municipal Appropriation Requirement (MAR) standard which must be met to retain state certification will be \$817,100. This represents an overall increase of \$10,800 or 1.33% over last year's appropriation.

According to Diane Carty of the MBLC, any surplus in the salary line should not impact the calculation of the state aid formula since libraries are required to use the larger amount of either their local appropriation or their total expenditure.

The SAILS library network is also changing its billing formula, so Seekonk's assessment will increase next year.

One Book One Community Program for Town's Bicentennial

The library staff would like to participate in the Town's Bicentennial Celebration by offer our version of the One Book One Community program. The staff would like to request that the Friends of the Library fund the program. Melissa from the staff would like to give a brief presentation on program at the Trustees next meeting. Should the Board approve the request, it would be submitted to the Friends in December.

Report from Chairman on warrant article

Chairman Durkay reported that the warrant article requesting that the name of the library be changed to the Sharon St.Hilaire Memorial Library will not be submitted to town meeting. The initial understanding was this action required town meeting approval, so there was a rush to get the petition to the selectman before the deadline. It was learned subsequently that the name change does not require such approval and that the

trustees can take action. He noted that several other possibilities have been suggested as possible memorials in the interim. He felt that the trustees should defer action at this time so that they may properly deliberate on all of the options under discussion. The trustees were in general agreement and they will take-up the issue at a more appropriate time in the future.

Director's Report

- A. Budget: Expenditures are on target. At the end of the first quarter, approximately 74% of the FY 2012 appropriation remains.
- B. Statistics: Last month's total circulation dipped slightly below that in September 2010 but which might be expected given that we closed a Saturday.
- C. Programs: The library sponsored or produced ten adult programs or classes, and twenty-one children's programs and outreach visits in September.
- D. Meeting with
Mia Alwen: Mia Alwen, is the interior designer & instructor at New England Tech that Sharon was collaborated with on changes to the building. Mia is interested in continuing this relationship. She has a studio class on designing public spaces that will be starting in January. She would like to have her students use Seekonk Public Library as their class project. There would be a minimal involvement of staff; perhaps some interviews or providing some data. If you area agreeable, we would just have to send a brief, acknowledgement committing the library to working with her and her class.
- E. Grants FINRA Foundation /ALA grant. A copy was sent to the trustees and the library should learn in December if its application has been approved.
- F. Personnel: The library plans to begin recruitment of substitute circulation workers and librarians. These are part-time, on-call employees who provide coverage when regular staff is out.

A negotiation session between the town and the library staff association has been scheduled for Thursday, November 7 at 10:00.
- G. Friends Friends of the Library's holiday basket raffle is going on. Tickets are \$1 each or eight for \$5.
- H. Trust: A memorial fund in Sharon's name was setup to accept contributions to the Meadows. The Library Trust received a \$25,000 bequest from the estate of Mary McGrath

The 21st Century Fund Appeal should start in early November.

- I. Gifts: Received \$1,000 from the for the Library's Environmental Resource Center from the Seekonk Preservation Land Trust.
- J. Building: No Report
- K. Former Police
Assoc. Building: The town is again looking to use the building and it may have an impact on the Meadows and/or library property.
- L. Technology: MX and BMI have been engaged to clean-up some network issues, and help with the transition to Windows 7.

The SAILS network is studying the use of automated voice notification system. Customers would be given the option of being contacted either by telephone or email.

- M. Other: The library newsletter traditionally starts with a message from the library director. I would like to use that space in November to acknowledge many people and their kindness. The Trustees are welcome to use that space in the future if they wish to communicate the library's users.

Next meeting & adjournment

The trustees agreed to meet again at 6:00 p.m. on Wednesday, November 9. Trustee Bostian moved to adjourn and Trustee Caldwell seconded. The motion passed unanimously by voice vote.

Documents Distributed at this Meeting

1. Drafts of the minutes
2. An invitation to a conference of the Mass. Library Trustees Association
3. A meeting room request from AAA of Southeastern New England for January 5, 2012 presentation on reverse mortgages.
4. A lobby use request from Seekonk Recycling Committee to use the lobby on Saturday, November 12
5. Form to request use of the Seekonk Meadows
6. Mission Statement of the Seekonk Meadows
7. Proposed operating budget for maintain the Seekonk Meadows
8. Peter's notes from the Open Meeting Law training.
9. Staff's Recommended Priorities for the Library Through January 31, 2012
10. Cost Project for Additional Staff and Computer Support
11. The Board of Trustee's Policy on Agenda Items
12. The Library's Internet Social Networking Policy.

Executive Session

Trustee Perry moved to adjourn into executive session as allowed by Mass. G.L. c. 30A s. 21 to conduct a strategy session for negotiations with nonunion personnel and to conduct contract negotiations with nonunion personnel. Trustee Caldwell seconded the motion. The trustees approved unanimously in a roll-call vote.

Discussion

The Trustees discussed increasing the pay rate for Peter while he serves as the Interim Director. The position of associate director is currently a grade 15 in the salary structure in the town's personnel by-lay. The director's position is a grade 17. Trustee Perry reported that he had a discussion with Pam Nolan, the town administrator and she suggested that the rate be set at \$80,000 annually or approximately halfway between what Peter is currently earning and what Sharon had be earning. The consensus was that this was fair and that the town administrator's recommendation should be followed. Peter said that the amount was more than he expected and thanked the trustees.

Reconvene into Open Session

Trustee Perry moved to reconvene into open session. Trustee Caldwell seconded the motion. The trustees approved unanimously in a roll-call vote.

Call to Order

The meeting was called to order by Chairman Michael Durkay at 5:01 p.m. The other trustees attending were: Ann Caldwell, Cheryl Faria, Susan Tusino, and Richard Perry. Attending also was Peter Fuller, Associate Library Director.

Memorial Service

The Chairman made brief remarks about the recent, unexpected death of Sharon St. Hilaire, the Library's Director. On behalf of the Trustee, the Chairman had prepared a statement about Sharon which he delivered at the Board of Selectmen's meeting on September 28. He also announced that there would be a memorial service celebrating Sharon's life at the Johnston & Wales Inn on Saturday, October 8 at 10:00 a.m.

Discussion of what needs to be done to keep the library moving forward

The Chairman asked the Associate Director to prepare an assessment of the status of the library. This document was emailed to the Trustees along with several recommendations from the Associate Director. [See attachments.] The recommendations were discussed briefly, and it was suggested that a more detailed plan be prepared for the Board. The Associate Director said that he would have a draft of the recommendations for the next regularly scheduled meeting on October 19.

The Chairman asked for a motion to appoint Peter Fuller as the interim director until such time a permanent director is appointed. Trustee Perry made that motion and Trustee Tusino seconded. There was not further discussion and the trustee voted unanimously to approve.

In his report to the Board, Mr. Fuller indicated that he intended to apply for the positions and he thought that it would be inappropriate for him to manage the recruitment

Board of Trustees of the Seekonk Public Library

Minutes of the Meeting on Thursday, October 6.

process. He suggested that the Trustees form a search committee. The Chairman asked the Sharon Connors, Richard Perry and Anne Caldwell serve as the selection committee. A brief discussion followed about where to obtain information about advertising and positions descriptions.

Other

Trustee Faria asked about the petition for a town meeting warrant article that would change the name of the library to the Sharon St. Hilaire Memorial Library of Seekonk. The petition was being circulation by Trustee Perry with the approval of the Chairman, who noted that quick action was required because the warrant was closing on Friday. Trustee Faria did not think it was an appropriate way to honor Sharon and she felt that there should have been more discussion. The Chairman also mentioned a suggestion made by the Associate Director that the entire complex at 410 Newman be name the Sharon St. Hilaire Community Center. He felt that this was a way to acknowledged Sharon's vision for the site, provide an innovative way to honor an innovator and avoided many of the problems associated with renaming existing institutions. The Chairman said that the Board was not totally committed to one approach but needed to act to keep this option open. He promised that there will be more discussion of the topic at future meetings.

Adjournment

The trustee agreed to meet next on Wednesday, October 19 at 6:00 p.m. The Chairman asked for a motion to adjourn. Trustee Tusino made the motion and Trustee Caldwell seconded. The motion passed unanimously at 6:15 p.m.

DRAFT

BOARD OF LIBRARY TRUSTEES MEETING MINUTES FOR SEPTEMBER 14, 2011.

CALL TO ORDER.

The meeting was called to order by Chairman Michael Durkay at 6:01 p.m. The other trustees attending were: Deborah Bostian, Ann Caldwell, Sharon Connors, Cheryl Faria, and Richard Perry. Attending also was Peter Fuller, Associate Library Director.

MINUTES

Trustee Perry moved that the minutes of the August meeting be accepted. Trustee Connors seconded the motion. No corrections were requested, so the Board voted unanimously to approve. Minutes of the Executive session were not in the packet. Mr. Fuller said that he would email copies to the trustees.

MAIL

The chairman read a note from two library users, Jackie Proulx and Elizabeth Paquette, which praised the library for its service in the aftermath of the hurricane.

OLD BUSINESS

Meadows Update [Report]

Trustee Faria reported that Meadows Committee was pleased with how everything is going. She praised the work of the Master Gardeners, and reported that progress was being made on the Gazebo.

Item # b. CIC Materials Handling System [Report]

Mr. Fuller distributed the Capital Committee recommendations for capital expenditures through FY 2015. The committee recommended funding the library materials handling system in FY 2013. The recommended amount was also increased to \$100,000.

Item # c. Action Plan

Trustee Connors moved that the Board approve the Action Plan for FY 2013 as proposed by the Library Director. Trustee Bostian seconded the motion. Chariman Durkay noted that this document was present at that last meeting. He thought the presentation at that meeting as to the purpose of the Action Plan was excellent. The Board voted unanimously in favor.

Item # d. New England Tech Update [Report]

The Library Director has met several times with Mia Alwen, an Interior designer and instructor at New England Tech. Ms. Alwen is developing two sets of proposals for renovating and reorganizing the interior space

of the library. She plans to present (1) smaller scale, interim design, and (2) a more extensive, long-term design. The second design would, for example, move the main entrance to the library to the parking lot side of the building.

Other Old Business

The chairman asked if everyone had received the notice from the Town Administrator about the presentation for town officials and employees on the open meeting law, which will be held at the library on Wednesday, October 12. Trustee Faria agreed to attend on behalf of both the Library Board and the Meadows Management Committee.

4. NEW BUSINESS

Item # a. Policy Review Ethics & Services to Homebound

No changes recommend by the staff. There was no further discussion, and no action taken.

Item # b. Budget Strategy

The Library Director asked that this discussion be postpone. The Town Administrator has indicated that she will not be working on the FY 13 budget until after the fall town meeting. There was no further discussion.

LIBRARY DIRECTOR'S REPORT

Budget: The library has expended approximately 21% of its total town appropriation. Attendance numbers at summer programs improved dramatically over those of last summer. The youth summer reading program had approximately 500 children registered. Attendance at the four summer concerts was also exceptional.

Statistics: The total circulation in August increase over that of a year ago. **Grants:** No report. The chairman inquired if the library had heard anything from FINRA about the library's pending grant application. It had not.

Personnel : No changes to report. Negotiations between the town and the staff association are scheduled for the September 16. The chairman reported also that he is still trying to schedule a meeting with the Town Administrator to discuss the contract for the Associate Director as well as other hiring related issues. **Friends :**

No report. **Library Trust:** The Library Trust had previous scheduled a meeting at the same time. The Library Director is attending that meeting. **Gifts:** David Cuszjowski donated a grandmother clock what once belonged to his grandmother. He said that both of his grandparents were library users and were regulars at the Thursday afternoon card games organized by the seniors. As per the library Gift Policy, the donated clock was accepted

DRAFT

BOARD OF LIBRARY TRUSTEES MEETING MINUTES FOR SEPTEMBER 14, 2011.

on behalf of the Friends of the Library, who will ultimately decide how it will be used. **Building maintenance:** No report. Trustee Perry asked if staining the exterior was completed. Mr. Fuller said that to the best of his knowledge the painting crew from the Bristol County Sherriff's Department had to come only to touch-up small areas. **Technology:** The library has encountered some delays in getting Microsoft to renew its volume licensing. This had delayed the deployment of some of the new computers.

Adjournment

The trustees agreed to meet again on Wednesday, October 19. Trustee Perry moved to adjourn and Trustee Connors seconded. The motion was approved unanimously.

DOCUMENT DISTRIBUTED:

1. Draft of the August meeting minutes.
2. Handout from the town meeting with Capital Improvement Committee recommendations for capital expenditures for fiscal years 2012 through 2015.
3. Draft of the Library Action Plan for FY 2013.
4. The Library Ethics Policy
5. The Library Policy for the Home Delivery Service.

BOARD OF LIBRARY TRUSTEES

MINUTES OF THE AUGUST 10, 2011 MEETING

1. CALL TO ORDER. The meeting was called to order by the chairman at 6:00 p.m. The Trustees Sharon Connors, Michael Durkay, Cheryl Faria, and Richard Perry attended. Attending also were the Library Director Sharon St. Hilaire, Associate Director Peter Fuller, Town Administrator Pamela Nolan, and Selectman William Rice.

Pamela Nolan, the new Town Administrator was introduced to the Board of Library Trustees. She briefly reviewed her background and expectations in the coming year. Several trustees offered their support and encouragement. They also expressed a desire improve communications between the library board and the board of selectman.

2. EXECUTIVE SESSION

Adjourn into Executive Session. The chairman asked for a motion to adjourn into Executive Session to discuss contract negotiations with non-union employees. Trustee Perry made that motion, Trustee Connors seconded. The trustees voted unanimously in favor in a roll call vote.

Reconvene into Open Session. Trustee Perry moved that the meeting return open session and the motion was seconded by Trustee Connors. The trustees voted unanimously in favor in a roll call vote.

3. MINUTES

The chairman asked if any of the trustees had corrections of the June meeting minutes. Since no changes were suggested, he asked for a motion to accept the minutes as written. Trustee Connors made that motion, which Trustee Faria seconded. The trustees voted unanimously to approve.

4. MAIL

The trustees received a letter from the Massachusetts Water Works Association thanking them for use the library meeting room.

5. OLD BUSINESS

BOARD OF LIBRARY TRUSTEES

MINUTES OF THE AUGUST 10, 2011 MEETING

Associate Director's Contract

The chairman asked for a motion to approved the Associate Director's contract as discussed in executive session with the propose changes and the addition of five extra vacation days for fiscal 2012. Trustee Perry made that motion, which Trustee Connors seconded. The trustees voted unanimously to approve.

FY 2013 Action Plan

The Director distributed a draft of the Library Action Plan for FY 2013. [See attachments.] She explained that the plan sets forth a general direction for the library in the next fiscal year. It is intended to guide the provision of existing library services as well as any new initiatives to be undertaken. The document is also the preliminary step for formulating next year's budget, which will begin later this year. The trustees reacted favorably. They suggested that a final draft be presented and voted on at their September meeting.

Public Copier Proposal

Two proposals to replace the existing public copier were submitted to the trustees at their June meeting. The public copier is operated within the library under an agreement with Copy Data Solutions. The volume of copying has steadily declined, but it is still regarded as an important public service. It was noted at that time that the staff received numerous complaints from the public about the poor quality of the copies. The staff also noted that it was difficult to get Copy Data to send technicians out to service the machine. The library sought recommendations from neighboring libraries, and then solicited proposals from five companies. Only two vendors responded, however. After reviewing the proposals with the staff, the Director recommended that the agreement with Copy Data be terminated and that the trustees accept the proposal from SCS. Trustee Connors made a motion to that effect, and Trustee Faria seconded. The trustees voted unanimously to approve.

Early Literacy Workstation

BOARD OF LIBRARY TRUSTEES

MINUTES OF THE AUGUST 10, 2011 MEETING

The Director reported that the SAILS network negotiated a group rate to purchase an early literacy computer station from AWE, Digital Learning Solutions. She said that the youth services librarians had recommended the purchase one of these stations, but felt that it was too expensive. The group discount made this product much more affordable. The discount was a limited time offer that expired on July 1, however. It had been the library's intention to pay for this workstation from LIG/MEG [state grant] funds. The deadline came before this meeting date, so the library purchased the workstation with funds appropriated for computer replacement. The Director asked that the Board approve the release of \$2,633 in LIG/MEG funds so that this purchase could be charge to the correct account. Trustee Connors moved that \$2,633 of LIG/MEG funds be used to purchase the station, and Trustee Faria seconded. The trustees voted unanimously to approve.

Meadows Report

Trustee Faria reported that the Meadows Committee had arranged to have a group of volunteers to supervise parking on the Meadows site during the library's concerts. She also reported that the URI Master Gardeners are continuing their work on the site every Tuesday evening. The Associate Director reported that the work on the foundation for the gazebo should start this week. The gazebo kit has also arrived. It will be installed as soon as the foundation is ready. Dave Cabral, the Assistant Superintendant of Public Works has received one proposal to bring electricity to the gazebo, and he is working on getting others.

6. NEW BUSINESS

State Report [ARIS]

The annual public library statistic survey, which is also known as Annual Report Information Survey (ARIS), is due August 26. Completion of this report and a report on library expenditures is a prerequisite to being certified to receive state aid. Copies of the ARIS report will be available at the next meeting.

Director's Meeting with new town administrator

BOARD OF LIBRARY TRUSTEES

MINUTES OF THE AUGUST 10, 2011 MEETING

The trustees decided to skip this item since the topic was covered earlier in the meeting during the town administrator's introductory remarks.

Emerging Leaders competition program of ALA

The Director reported that Melissa Chiavaroli has applied for ALA Emerging Leaders program. The Emerging Leaders program enables newer librarians from across the country to participate in problem-solving work groups; network with peers; gain an inside look into ALA structure, and have an opportunity to serve the profession in a leadership capacity.

7. LIBRARY DIRECTOR'S REPORT

Budget: The library finished FY 2011 with a surplus; largely because of the difference in the salaries between the old and new Senior Librarians.

Statistics: The total circulation for FY 2011 was 280,439. This was slightly less (4.3%) than the total for FY 2010, which was 293,170. She attributed the decline to extra days that the library was closed this year, and the growing popularity of electronic books.

Summer Programs: All of the summer programs offered by the library have been exceptionally well attended. Total attendance increased roughly forty percent over last year's total. There are about four hundred children registered for summer reading.

Grants: The library has received a largely positive response from ALA on SPL's application to the *Smart Investing @ Your Library* program. Michelle sent back some minor revisions in response to the grant reviewer's questions. The library should hear on the grant award in December.

Friends of the Library: The new officers for the Friends of the Library are Beverly Rathbun, President, Lora Pielka, Vice President, Joleen Vatcher, Secretary, and Susan Rutter, Treasurer.

BOARD OF LIBRARY TRUSTEES
MINUTES OF THE AUGUST 10, 2011 MEETING

Library Trust: The Seekonk Library Trust has created the Sharon St. Hilaire Community Service Award, which recognizes outstanding service of public employees.

Gifts: No report.

Building maintenance: The firm of DRA Architects, Inc. has been hired to study the Town's public building. The survey team has already visited the library. The crew from the Bristol County Sheriff's Department will be back in the fall to complete staining the exterior.

Technology: The library has purchased ten new laptop PCs, and eight desktop PCs. The desktops are reconditioned, "off-lease" PCs which SPL purchased through SAILS at an exceptional price and with three-year warranties. The library also plans to upgrade all of its PCs to Windows 7 this summer.

8. OTHER

It was noted that the library may place its temporary "sandwich board" signs outside the library. The Director noted that she is experiencing some health problems and may be working a flexible schedule in the coming weeks.

9. NEXT MEETING & ADJOURNMENT

The trustees agreed to meet next on September 14. Trustee Perry moved to adjourn and Trustee Connors seconded. The trustees voted unanimously to approve.

DOCUMENT DISTRIBUTED

1. Proposed contract for the Associate Director [emailed previously].
2. Minutes of the trustees' meeting on June 20, 2011.
3. Letter from the Massachusetts Water Works Association.
4. A draft of the Library Action Plan for Fiscal Year 2013.

BOARD OF LIBRARY TRUSTEES

MINUTES OF THE AUGUST 10, 2011 MEETING

5. Proposals for public coin operated copier services from Copy Data Solutions of Rumford, RI and SCS of Coventry, RI.
 6. Fact sheet on the early literacy station from AWE, Digital Learning Solutions.
 7. Copy of the construction drawing for the new library and Seekonk Meadows sign.
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BOARD OF LIBRARY TRUSTEES

Minutes of the Executive Session, August 10, 2011.

EXECUTIVE SESSION

Trustee Perry moved to adjourn into Executive Session to discuss contract negotiations with non-union employees. Trustee Connors seconded the motion. The trustees voted unanimously in favor in a roll call vote.

Discussion: Chairman Durkay explained that he withdrew the paper work which would have given the Director and Associate Director a three percent raise after Mr. Parker and Mr. Carroll strenuously objected. Both gentlemen claim that that all departments including the library were directed not give raises to employees in their fiscal year 2012 budgets. Neither gentleman could document this claim, however. The budget submitted by the trustees did clearly state that it included raises for non-union personnel. Mr. Parker and Mr. Carroll also maintained that grant the library administrators a raise would undermine the current bargaining between the town and the various unions.

It was noted that the Associated Director's contract had expired on June 30th and it was currently being extended by mutual agreement. The Board had received a copy of the Associate Directors contract, which included several modifications. [See attached.] The Director reported that she had no objections to the proposed changes. She also suggested that after a discussion with Chairman and Town Administrator that the Associate Director be given an additional five bonus days in vacation leave. These days were to be used in FY 2012 and did not represent a permanent increase. The trustees agreed to vote to approve the proposed contract with the five additional days when they returned to open session. They also agreed that a copy of the contract should be sent to the new town administrator for her inspection.

Reconvene into Open Session Trustee Perry moved that the meeting return open session and the motion was seconded by Trustee Connors. The trustees voted unanimously in favor in a roll call vote.

BOARD OF LIBRARY TRUSTEES MEETING

DATE: MONDAY, JUNE 20, 2011

CALL TO ORDER. The meeting was called to order by Chairman Durkay at 6:05 p.m. at the Seekonk High School. The Trustees attending were: Ann Caldwell, Sharon Connors, Michael Durkay, and Cheryl Faria. Attending also were the Library Director Sharon St. Hilaire, and Associate Director Peter Fuller.

MINUTES

Trustee Connors moved that the minutes be accepted as corrected. Trustee Caldwell seconded the motion. The Board approved unanimously.

MAIL

1. Rhode Island Blood Center request. The Board approved a request by the Blood Center to hold a blood drive in the library parking lot in August.
2. Retired Educators Association of Massachusetts (REAM) request. The Board approved a request by REMA to use the library meeting room on July 27.

OLD BUSINESS

A. FINRA Grant (Report)

The Library Director reported the Library has applied to Smart_Investing@your_library program for a grant of approximately \$99,000 to fund investor education programs targeted at women. The program is being funded by the Financial Industry Regulatory Authority (FINRA) Investor Education Foundation. The library should know in December if it will receive the grant.

B. Meadows Update:

Trustee Faria reported that the contract has been signed for construction of the new joint Seekonk Library and Meadows sign. The Meadows Committee is working on updating its brochure and is continuing to work with the Master Gardeners. Dave Cabral, the Town Engineer has been working with an electrician to get power to the gazebo location on the Meadows. He is confident that there will be electricity available by the time of the first concert on July 6; even if it is a temporary solution. Peter has drafted a basic description of the project and has contacted a dozen contractors. Six have asked for plans, but only two have contacted Dave Cabral. It appears highly unlikely that the concrete pad for the gazebo will be installed by July 6. Peter has contacted DPW about erecting the temporary stage that the Friends of the Library purchased last year. Trustee Faria also presented the minutes of the last Meadows Committee meeting.

BOARD OF LIBRARY TRUSTEES MEETING

DATE: MONDAY, JUNE 20, 2011

Trustee Connors moved that the Board receive and put on file the minutes of the last Seekonk Meadows Committee meeting. Trustee Caldwell seconded the motion. The Board approved unanimously.

C. Bids for Park Project -- Covered in the previous discussion.

New Business

A. Annual Review of Borrowing Rules and Fees and Fines

The Director presented the schedule of fees and fines for fiscal year 2012. She recommended that the annual fee for library cards for out of state residents be set at sixty dollars per card. This fee calculation is based on the amount the Town of Seekonk appropriates annually for library service divided by the total population of Seekonk. This per capita amount is rounded to the nearest amount evenly divisible by five. No changes in the borrowing rules were proposed. Trustee Caldwell moved that the proposed borrowing rules and schedule of fees be adopted as presented. Trustee Faria seconded the motion. All of the Trustees expressed the opinion that this was a bargain considering the quality of the service provided. The Board approved unanimously.

B. Request to Purchase Computer Equipment

The Directed request permission to purchase computer equipment as soon as funding become available. She noted that several computers needed to be replaced and the library wished to start as soon as possible. Trustee Connors moved that On the condition that the library budget is approved at this evening's town meeting, the Board of Trustees authorizes the library staff to purchase computer equipment and software in a total amount not to exceed \$20,000. Trustee Caldwell seconded the motion. The Trustees agreed that moving ahead was a good plan. The Board approved unanimously.

C. Appointment of the Meadows Committee

Trustee Faria moved that Bob McKenna and she be reappointed as members of the Seekonk Meadows Committee. Trustee Caldwell seconded the motion. There was no discussion and the Board approved unanimously.

D. Confidentiality of Library Records Policy

The Director requested that the library's policy on the Confidentiality of Library Records be amended to allow the library to extract personal contact information, for examples, names, addresses, telephone numbers and email addresses from the library records of adults. This information would only be used by the Library, the Friends of the Library and the Library Trust to inform the public about and solicit support for programs of these

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organizations. She noted that library users could request not to be contacted. The Director assured the Trustees that no information about what customers borrowed would be shared.

Trustee Connors moved that the current Confidentiality of Library Records Policy be amended to include changes presented in the draft. Trustee Faria seconded the motion. The Trustees agreed that this information would be extremely valuable, and that there appeared to sufficient safeguards built-in to protect users. The Board approved unanimously.

E. Weblinks Policy

The Director proposed amending the library's policy governing links to and from library's Internet sites. The new policy provides more guidance on who may link to the library's site and to which sites the library may establish links. Trustee Caldwell moved that the current Weblinks Policy be amended to include changes presented in the draft. Trustee Connors seconded the motion. The Trustees felt that the more detailed policy would be easier for both staff and customers to understand. The Board approved unanimously.

F. Library Trust Appointment

Trustee Connors moved that Rene Shield be reappointed to the Library Trust to serve a five year term from July 2011 until June 30, 2016. Trustee Faria seconded the motion. The Board approved unanimously.

G. Report on Public Copier.

The Director did not have a specific recommendation at that time and the Board agreed to defer any action until their next meeting.

H. Closing July 2

The Director asked that the Board vote to close the library on Saturday, July 6. She noted that fewer than 600 items were borrowed last year on the Saturday before the Fourth of July. Although it was early in the fiscal year, she anticipates that the staffing budget will be tight. Closing this Saturday was an opportunity to save on personnel cost. Trustee Faria moved that the library be close on Saturday, July 2. Trustee Caldwell seconded the motion. The Board approved unanimously.

LIBRARY DIRECTOR'S REPORT

For Director's Report

Budget: SPL is on target with expenditures. We're projecting about a \$20,000 surplus in the salaries line.

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Statistics: Circulation is holding steady but tracking about 10,000 below last year.

Personnel: The hours for Anne Marie Kohler and Terri Vilela, the library's workers from Citizen for Citizens program have been cut. Terrie was also injured in a fall at work and had to be taken to the hospital. There was a general staff meeting held on June 9th.

Friends of the Library: The annual meeting was held June 8. A number of Trustees attended. The Friends voted to approve the library requests for funds.

Technology: The library added four laptop computers for the public to use. They were purchased from the library's appropriation.

Building Maintenance: The work crew from the Sheriff's Dept. finished staining the building and the shed.

Other: We have heard nothing further on the case of the small boy who was injured at the library. My impression from speaking with the claims agent was this probably settled.

Adjournment: The Board agreed not to meet in July. The August meeting will be on August 18. A motion to adjourn was made by Trustee Connors and was seconded Trustee Caldwell. The Board approved unanimously.

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DOCUMENT DISTRIBUTED:

1. The REAM application to use the meeting room.
2. Minutes of the May meeting
3. Summary page of the library Grant application
4. Minutes of the Seekonk Meadows Management Committee
5. Borrowing Rules & a Schedule of Fees and Fines
6. Confidentiality of Library Records Policy with proposed amendments.
7. Web Links Policy with proposed changes and amendments.
8. Proposals for public copier service.

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(1) the grant funds will be handled by the Library Trust, (2) the funds will be used to provide a new service, but only for a limited time, and (3) that although the library will receive certain ancillary benefits in the form of materials and training, the funds are not intended to supplant existing operating revenues. Peter said that he would have a letter drafted to Mrs. Nolan that would outline the details of the grant and that would request that she share the news with the selectmen. The trustees approved the Red Cross blood drive by consensus.

5) Old Business

Meadows Committee Report. Trustee Faria reported that the Meadows Management Committee had met the previous week. The committee is planning a grand opening for the Seekonk Meadows on Saturday, June 23. Dave Cabral, the town engineer is speaking with contractors about assembling the gazebo. If he is unable to get someone at a reasonable price, DPW may have to move the gazebo kit to the site and go out for quotes again in the spring. The committee has received approximately (\$12,000) in donations to the Sharon St. Hilaire Memorial Fund. The committee plans to use the funds to sponsor annually arts programs and performances on the Seekonk Meadows.

Selection Committee Report. Trustee Connors reported that the committee continues to work on the job description for the library director.

Report on joint board meeting. Trustees Durkay and Connors met with representative of the Library Trust, Friends of the Library and the Seekonk Meadows Management Committee on Saturday, December 10 to receive their input on hiring a permanent director. Both trustees felt that the meeting was productive. It was asked if the trustees would ask the staff about the selection of the director. Peter suggested that the trustees come to one of the quarterly meetings attended by all of the staff. The chairman asked that a meeting be scheduled soon so the selection committee can discuss this with the staff.

6) New Business

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Budget for FY 2013. Peter presented a tentative budget for FY 2013. The town department heads were asked to submit a level funded budget. The budget was not to include any raises other than step increases, which the town is contractually obligated to pay. Mrs. Nolan confirmed this in a meeting with Peter last week. She was looking for a level funded and not a level services budget. Peter explained the municipal appropriation requirement (MAR) that the library needs to remain certified. He informed Mrs. Nolan that this minimum appropriate was roughly \$10,700 above this year's appropriation. Although the trustees have not yet discussed the issue, Peter was certain that the trustees would submit a budget that met this minimum. The bottom line total for the budget presented at the meeting reflected the MAR requirement of \$817, 057. The budget includes a small increase in staff hours as well as increases for computer and technical support, library supplies and library materials. The budget will be discussed and officially approved at the January meeting. In order to give the finance director a number to work with, the tentative budget will be entered in the MUNIS system before the end of the year. He is aware, however, that this is not the trustee's official request and it is subject to change.

Hiring Recommendations. Peter reported that the library has been interviewing people to fill-out its compliment of substitute circulation workers (Junior Substitutes) and substitute librarians (Senior Substitutes). These are on-call, part-time employees who fill in when regular staff our out. Two more interviews are scheduled for Thursday, December 22. Mrs. Nolan has been participating in the interviews and her contribution has been quite positive. It is particularly important to add some new substitute librarians because both Michelle and Melissa will be attending the ALA conference in Dallas in January. Peter recommended that the library hire Carolyn Koch of Seekonk as a Junior Substitute and Catherine Corrigan of Norton as a Senior Substitute. Trustee Caldwell moved that they be hired and Trustee Faria seconded the motions. The trustees approved unanimously.

7) Library Director's Report

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Budget

Expenditures tracking as projected. We will be going over in Supplies and Professional & Technical, however.

Met with Lauren Walsh, Chair of the Capital Improvement Committee and discussed pending capital projects.

Statistics

Circulation is tracking along last year's level. The library is just slightly behind last year. Foot traffic and computer use remain about the same.

Programs attendance was a little lighter this past month. Adult Service offered nine programs with total attendance of 87 and Youth Services offered sixteen programs with total attendance of 319

Grants

FINRA Foundation Grant for the library's Dollars & Sense project (See the letter in this month's Mail.)

Community Preservation Fund for preservation of records at Town Hall and the Library

Personnel

Issue of the "holiday" before Thanksgiving was successfully resolved. The staff felt that we had worked out a fair detail and there will be no further repercussions.

The Kristin and Stephanie have setup a private group on Facebook for the staff to use, which should help with internal communications.

Traditionally close at noon on Christmas Eve. Because it's a Saturday, full-time people not scheduled to work will be taking a half day on Friday.

Under twenty hour people only get paid if they were regularly scheduled to work that Saturday afternoon.

Friends of the Library

Holiday Raffle

Meeting on December 19 at which we'll present the library's budget request to the Friends

Library Trust

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New officers are: Judy Sullivan, President, Ed Galvin will continue as Treasurer. Rotating Secretary.

21st Century Fund solicitation is underway.

They will be seeking nominations for the Sharon St. Hilaire Public Service Award soon.

In addition to the donations to the Meadows that were mentioned earlier, the Library Trust received a gift from Bob and Peggy Curran in memory of Sharon, which is to be used for library renovations

Building Maintenance

Carpet repair and replacement. Bob Lamoureux suggested we wait. He'll ask the people doing the town hall for a quote.

Loss control and safety inspection by Trident Insurance. There were no major changes recommended/.

Technology

Engaged Bill Nelson, who currently volunteers here as an independent contractor to do public PC upgrade

E-rate application into the Universal Service Fund for discounted telephone service

E-books. There have been some changes with OverDrive. The library is purchasing more title and these are now available in more formats.

January program on e-readers. There is money budgeted to purchase more e-readers other than the Nooks, but Michelle hasn't decided yet.

Met with Bill Muenkel, a representative of 3-M, which offers a media dispensers we were considering. They also make security systems. When there's time, we'll be sending them information so they can work-up a proposal.

Other

We have received a quote for solar powered LED flood lights. If bringing power onto the Meadows is uncertain or if we have to remove the lighted sign earlier than expected, this might be an acceptable option.

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Food License was acquired for 2012. It might be time to pull the plug on the coffee experiment. The balance is a negative, \$2.50. Let it go through the winter and try to use up as much of the product as we can.

Library Show on Cable TV-9. Recording 2nd show on Thursday.

Surplus laptops. As per library policy & procedures, we sent six to other town department and gave five to the Friends for sale.

Library Interior Design Plan. Meeting with Mia Alwen this coming Friday to discuss the upcoming student study of the building.

- 8) Set next meeting date & adjournment. The trustees set the next meeting date as Wednesday, January 18. Trustee Connors moved to adjourn and Trustee Caldwell and Faria seconded. The meeting was adjourned at 7:25.

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Documents Distributed

1. Copy of the collective bargaining agreement between the Town of Seekonk and the library employees.
2. Minutes of the November 9 meeting.
3. Letter from the Board of Library Commissioners dated December 5, 2011 regarding the library's certification and state grant awards.
4. Letter from the Executive Director of ALA dated December 13, 2011 regarding the FINRA Foundation grant award.
5. Handout with showing how the Municipal Appropriation Requirement (MAR) for state certification is calculated.
6. Draft of the a budget proposal for FY 2013.