

Board of Library Trustees' Meeting Minutes for January 18, 2012

Call to order.

The Chairman Mike Durkay called the meeting to order at 6:03. The other trustees attending were Susan Tusino, Deborah Bostian, Cheryl Faria, and Anne Caldwell. Attending also was Peter Fuller, the Interim Director.

Executive Session.

The Chairman asked for a motion 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 Tusino so moved and Trustee Bostian seconded the motion. The trustees approved unanimously in a roll call vote. The Trustees returned the meeting to open session at 6:20.

Minutes.

The Chairman asked for a motion to accept the minutes. Trustee Caldwell so moved and Trustee Faria seconded. No changes in the minutes were recommended. The minutes were then approved unanimously.

Mail.

There were three items of mail; (1) letter from the Board of Directors of Doorways in which they thanked the library for serving as a food collection point, (2) Memorandum from Cindy Roach, at the Board of Library Commissioners regarding the availability of grants funded through the Library Services and Technology Act (LSTA), and (3) a letter from Paul Buckley, Chairman of the Seekonk Republican Town Committee informing the Board of a donation of fifty dollars to the Library Trust.

Old Business

Meadows Committee Report

Trustee Faria reported that the contractor has finished erecting the gazebo in the Meadows. In addition to providing shelter, the gazebo is intended to serve as a stage for events on the Meadows. The Meadows Management Committee is working on the donor recognition sign. Concrete pads will be installed in early spring for benches and picnic tables. These items are being ordered and should be in place for the official opening of the Meadows on Saturday, June 23.

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Selection Committee Report

Trustee Caldwell reported for the committee. She provided a brief account of the meeting with the library staff. She felt that the committee had received lot of useful input from the staff. The committee hopes to start advertising in February.

Budget request for FY 2013

Peter distributed a revised copy of the budget proposal that was presented in December. The package included additional background information about the library. The recommend budget totals \$817,789, which is slightly above the minimum amount needed to meet requirements for state certification. The FY 13 budget request is \$11,481 above the FY 12 appropriation; an increase of approximately 1.3%. The major increase in the FY 13 budget, approximately \$11,600 is for personnel. In addition to the negotiate step-increases, the wages line includes funding for an additional 14.5 staff hours per week. The hours will be spread among several positions. The total for library expenses in the FY 13 request is \$1,500 less than what was appropriated for expenses in FY 12. The total requested for materials in FY 13 represents a slight increase of roughly \$1,300 over last year, however. The chairman asked for a motion to accept the budget. Trustee Bostian so moved and Trustee Caldwell seconded. The trustees approved the budget unanimously.

Policy Reviews

A draft of changes to the library's Display Case and Display Space Policy was distributed to the trustees. Peter noted that there had been some misunderstanding about who can use the display case and spaces in the library. Since the library has only one case and limited space, there is competition for use of these spaces. The new policy makes it clear what the library's priorities are when deciding who is allowed to use the display cases and spaces. The trustees discussed the possibility of charging businesses for use of the space. It was noted that other than the library itself, the display case and spaces are used most frequently by the Friends of the Library and other local, non-profit organizations. There are few opportunities for businesses to use the display case.

Trustee Faria moved that the suggest changes be adopted, and Trustee Bostian seconded the motion. The trustees approved unanimously.

A draft of suggested changes to the library's Circulation Policy and an explanation of the proposed change had been emailed previously to the trustees. The proposed change was to add a

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section on service to out-of-state residents holding cards from other SAILS libraries. The policy currently authorized the Seekonk Public Library to issue library cards to out-of-state residents if they pay an annual fee, which is currently \$60.00 SAILS member libraries can issue cards to out-of-state residents giving them full borrowing privileges within SAILS if they charge a minimum annual fee. Member libraries can issue cards to out-of-state residents without charging, but the use of these cards must be restricted to the issuing library. Several libraries in violation of SAILS policy have not been charging out-of-state borrowers the minimum, annual fee, and not restricting the use of these cards. The SPL staff has noticed several cases recently when out-of-state residents have used their cards in Seekonk and now owe the library overdue materials and fines.

Peter said that there are indicators that a card was improperly issued. It is difficult to address the problem even when it is apparent that a card was issued improperly. It requires asking the card holder or the issuing library if the policy and procedures for issuing cards to out-of-state borrowers had been followed. Peter felt that he could not ask the staff to question assertively the legitimacy of these out-of-state cards because Seekonk does not have a specific policy about serving these borrowers. Peter expressed the opinion that specific policies are needed whenever the library is a position of limiting or denying services. He said the policy has three basic functions. It authorizes the staff to act, it serves as a foundation for more specific rules, and it guides the decision making process as the staff enforces the rules.

The trustees asked if it was possible to obtain statistics on the number of improperly issued cards and the frequency at which these cards are used at SPL. Peter said that he could not present hard numbers and that the staff has reported only a few cases. He said that he would try to obtain better data to document the scope of the problem. There was some discussion among the trustees about the need for such a policy since it was already covered by a SAILS policy. The potential effectiveness of the policy was also questioned since enforcement is left to the individual libraries that issue the cards.

A consensus developed that more information was needed, but in the interim, the policy should be amended to support the staff. Peter said that he would report back with more data at a future meeting. (This policy is usually reviewed each year in June.) Trustee Bostian moved that the policy changes be adopted and Trustee Tusino seconded. The trustees approved unanimously.

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New Business

FINRA Grant.

The final grant agreement is being sent from ALA. It should be here soon. Michelle will be going next week to the ALA convention in Dallas to meet with the grant program administrators.

Hiring Recommendation. Peter recommended that the library hire Christine Warren as a substitute librarian. Peter passed around her resume and noted that she is a capable and experienced public librarian. The staff who participated in the interview felt that Christine will be a good fit here at SPL. Trustee Bostian moved that Christine be hired, and Trustee Tusino seconded. The trustees approved unanimously.

Library Director's Report

The Director's report was emailed to the trustees before the meeting. (See attached.) Peter also provided the following updates.

FINRA grant.

The kick-off program for the grant project is scheduled for Saturday April 21 at Johnson & Wales. Three classes have been tentatively scheduled: April 26, Managing Income & Expenses; May 12, Building Your Savings; May 24, Basic Banking.

Technology.

The member libraries of SAILS voted to increase their contributions to the network OverDrive program . This will allow SAILS to order more e-books.

SAILS also voted to implement an automated notification system which will either call or send text messages to users. This will replace mailing notices and human callers notifying library users about overdue materials and items on hold. The email notification system will continue to operate as it does now.

Trustee Comments and Questions.

Peter reported that he met with Trustee Perry. Richard indicated that he probably would not run for re-election for health reasons. Peter said the Richard hopes to attend the February meeting. The

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Trustees then briefly discussed the possibility of finding another candidate, and the process of appointing a trustee should no one run for Richard's seat on the Board.

Set next meeting date & adjournment

The trustees set their next meeting for February 15, 2012. Trustee Bostian moved to adjourn, and Trustee Tusino seconded. The trustees approved unanimously.

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Documents Distributed at the Meeting on January 18, 2012

1. A draft of the minutes of the December 2011
2. Trustees' Budget Recommendation for FY 2013
3. The Library Displace Space Policy with recommended changes
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Set next meeting date & adjournment

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Seekonk Public Library

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2. Trustees' Budget Recommendation for FY 2013
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Meeting of the Board of Library Trustees

Minutes of the February 15 Meeting

- I) **Call to order.** The meeting was held at the Planning Dept. in Town Hall and Chairman Michael Durkay called the meeting to order at 6:02. The other trustees attending were Deborah Bostian, Ann Caldwell, Sharon Connors, Cheryl Faria, and Susan Tusino. Peter Fuller, Interim Director also attended.
- II) **Executive Session.** The Board determined that it did not need to go into executive session.
- III) **New agenda item.** Susan Tusino asked that approving a boy scout's request to use the lobby be added to the agenda. The trustees agreed to the change.
- IV) **Approval of the Minutes.** The chair asked for a motion to approve the minutes of the January meeting. Ann Caldwell so moved and Susan Tusino seconded. No changes were requested in the minutes and they were approved unanimously by voice vote.
- V) **Mail.** American Credit Counseling Service, a United Way agency, applied to use the library meeting room. This organization had previously used the meeting room. Hearing no questions or objections, the request was approved.
- VI) **Lobby Use Request.** Susan Tusino asked the trustees to approved a request by a scout, who is working on a community service project to make Eagle Scout. He asked to place a donation bin in the lobby to collect clothing for the needy. Hearing no questions or objections, the request was approved.
- VII) **Old Business**
 - A) Meadows Committee Report. Cheryl Faria reported that the Meadows Management Committee has schedule programs for March 28, April 4 and April 18. The programs will consist of brief

Meeting of the Board of Library Trustees

Minutes of the February 15 Meeting

talks about the Meadow's history and flora. The series will conclude with an escorted walking tour. The tables, benches and other items have been ordered and will be installed in the spring. The committee also proofing the sign that will recognize donors to the Meadows. David Pisonneault will be leaving the committee. Cheryl Faria as chair of the Meadows Management Committee will find out the process for appointing his replacement.

- B) Selection Committee Report. Sharon Connors reported the she and Ann Caldwell had met and finalized a job advertisement for the director's position. She briefly reviewed with the other trustees. The ad will be posted on the ALA, NELA and MLA jobsites. The job will also be listed with the MMA. The deadline for applications is March 14, and the Committee plans to interview candidates in early April.
- C) Upcoming election and candidates for the Board of Trustees. Mari-Ann Oliveira has filed papers to run for the Board of Library Trustees. There are now two candidates for the two opening on the Board. The other candidate is Sharon Connors who is running for re-election.
- D) Report on the library budget request for FY 2013. Peter reported on his meeting with Pam Nolan, the town administrator and Bruce Alexander, the finance director. Peter referenced an early email in which he detailed the differences and similarities between the budget recommended by the trustees and that recommend by the town administrator. Peter felt the additional hours requested the trustees' budget were needed and defensible, but it was not likely to make any headway this year. He recommended that moving forward the trustees should support Mrs. Nolan's budget. The

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Meeting of the Board of Library Trustees

Minutes of the February 15 Meeting

consensus of the trustees was that this was the best course of action, and that it would be their position at hearing before the Selectmen later that evening.

E) Monthly Policy Review

- 1) No changes in the library's *Problem Patron Policy* were recommended, and no action was taken.
- 2) No changes in the *Unattended Children Policy* were recommended, and no action was taken.

VIII) New Business

A) Library objectives for the remainder of the fiscal year. Peter

distributed a prioritized list of activities that will guide the staff through the remainder of the fiscal year. (A copy is attached.) A report on the progress made on the goals for the previous three months (November through January) was emailed to the trustees prior to the meeting. It is also attached.

B) Delaying the opening of the library. Peter requested that the

trustees approve opening the library late on two mornings so that the entire staff could receive training about the FINRA grant-funded program, Dollar & Sense and the new version of SIRSI. He specifically asked the library open at 1:00 p.m. on Thursday, March 15, and at 12:30 on Tuesday, June 19. The trustees asked how the dates were selected. Peter indicated that Friday mornings generally had the lowest circulation, but this created scheduling problems because many of the staff work alternating Fridays and Saturdays. Scheduling the training on Tuesday and Thursday mornings reduces the number of people who would be called into work for additional hours in those weeks.

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Meeting of the Board of Library Trustees

Minutes of the February 15 Meeting

- C) National Library Week. National Library Week is April 8 -14. Peter requested the Trustees approve accepting canned food to pay fines that week. The food will be sent to the town's food pantry, Doorways. Food for Fines has been part of the library's celebration of the National Library Week for several years. At a previous meeting of the trustees, Peter suggested that the library drop the coffee service which is now being offered. The library has never raised sufficient revenue to cover all of the costs. The library has rented the coffee machine through April 2012, and Peter recommended the service not be renewed. Since the remaining product cannot be returned or re-sold. Peter suggested that the library offer free tea and coffee to library users during National Library Week. Trustee Connor moved that both recommendations be approved, and Trustee Bostian seconded. The motion was approved unanimously in a voice vote.
- IX) Library Director's Report. Peter distributed his monthly report to the trustees. He asked the trustees to note that library circulation increased for the second month in a row. He also reminded the trustees that the Library Trust is seeking nominees for the Sharon St. Hilaire Public Service Award. He suggested that the trustees consider nominating Richard Perry.
- X) Next Meeting Date & Adjournment. The trustee agreed to next meet on March 14. The trustee then agreed to move their meeting to the Board of Selectmen's hearing of the library's budget in the main meeting room at Town Hall. They agreed that the meeting would formally adjourn at the conclusion of the Selectmen's hearing on the library budget.
- XI) Budget Hearing.

Seekonk Public Library

Meeting of the Board of Library Trustees

Minutes of the February 15 Meeting

Peter had previously distributed revised copies of the library budget proposal to the selectmen. He stated that the trustees had modified their original request and that they were supporting the recommended budget put forth by the town administrator. The trustees' original budget contained funding for an additional fourteen staff hours per week. Although the trustees feel that these additional hours were need and justified, they also recognized the town financial difficulty. Peter said that by working hard and responding creatively, the library should be able to the current level of services through FY 2013. The proposed budget would also allow the library to meet the appropriation requirement so that the library can remain certified by the state. Selectman Parker noted that Trustees recommended budget was less than that submitted by the town administrator. Peter noted that Mrs. Nolan's budget contained the cost of the last contract proposals, so even though the additional hours were dropped from the Trustees requests, the project cost of the new collective bargaining agreement. Mr. Parker asked about the search for a permanent library director. Trustee Sharon Connors came forward to update the selectmen on the progress being made.

There were no further questions from the selectmen, and the Board of Trustees meeting then officially adjourned at 7:40.

Seekonk Public Library
Meeting of the Board of Library Trustees
Minutes of the February 15 Meeting

Documents distributed at and prior to this meeting

1. Staff report on the meeting the goals set through January 31.
2. A draft of the minutes of the January meeting
3. Proposed library priorities through the end of the fiscal year.
4. The package containing the Board of Trustees' revised budget recommendation for FY 2012.
5. The Library Policy on Problem Patrons
6. The Library Policy on Unattended Children
7. The monthly report from the library director

Board of Library Trustees

Minutes of the March 14 Meeting

- I) **Call to order.** Chairman Michael Durkay called the meeting to order at 6:00. The other trustees attending were Deborah Bostian, Ann Caldwell, Sharon Connors, Cheryl Faria, Richard Perry, and Susan Tusino. Peter Fuller, Interim Director also attended but arrived at 6:10.

Mari-Ann Oliveira, a candidate for the Board of Trustees in the upcoming election was introduced. Mr. Perry said that he regretted leaving the Board, but health issues prevented him from continuing. He said that he enjoyed serving on the Board and he thanked the other trustees for making it such a good experience.

- II) **Approval of the Minutes.** The chair asked for a motion to approve the minutes of the January meeting. Ann Caldwell so moved and Susan Tusino seconded. Cheryl Faria noted several corrections in her report on the Meadows. These were accepted and the trustees approved the minutes by voice vote.

- III) **Mail.** There was no mail or requests to use the meeting room or lobby.

- I) **Old Business**

- A) Meadows Committee Report. Cheryl Faria reported that the Meadows Management Committee is working on the grand opening celebration in June. She also confirmed that the Board of Library Trustees appoints members to the Meadows Management Committee.

- B) Selection Committee Report. Sharon Connors reported the deadline for applications for the director’s position was today. The library had received twenty-two applications. She said that the

Board of Library Trustees

Minutes of the March 14 Meeting

selection committee will meet the following evening. Peter Fuller Excused himself at the is point and left the room.

C) Report on the library budget hearing before the Finance Committee.

Peter reported that the hearing before the Finance Committee went well. Mike Durkay also attended the hearing. The members of the committee asked several good questions. Although members of the committee did not express support for the budget, they also didn't express any objections to budget as presented. Peter felt that the committee will recommend that town meeting adopt the budget as presented.

V) **New Business**

A) Trustees' Award. The trustee agreed to present their award again this year to a graduating senior at Seekonk High School. The same selection criteria will be used again. The high school guidance department will select the finalist.

B) The Dollars & Sense Program (FINRA Grant). Peter reported that the Dollars & Sense program has been slow to get off the ground, but significant progress has been made in the last couple of weeks. He distributed a copy of a progress report that Michelle Gario prepared as the grant's manager.

C) Monthly Policy Review: Reciprocal Borrowing Privileges Policy. No changes were recommended. Peter briefly explained the policies intent and the importance of libraries meeting minimum state standards.

VI) Library Director's Report. The monthly report was sent to the trustees prior to the meeting. Peter added the following to this report; (1) the library trust raised \$4,835 from their annual appeal letter, (2) the library has completed the two of the four steps

Board of Library Trustees

Minutes of the March 14 Meeting

required to receive telecom discounts under the federal Universal Service Fund program, (3) two staff members received training in how to use the town's new Geographic Information System, and (4) the line-up of summer concerts has been set and will be made public soon.

- VII) Next Meeting Date & Adjournment. The trustees agreed to next meet on April 25, which will be after the interviews for a permanent director are completed. Sharon Connors moved that the meeting adjourn, and Cheryl Faria seconded. The trustees approved by voice vote at 7:05.

Board of Library Trustees
Minutes of the March 14 Meeting

Documents distributed at or prior to this meeting

- 1 Minutes of the February 15 meeting
- 2 Guidelines and application form for the Board of Trustees' Award.
- 3 Progress Report on the FINRA grant project
- 4 The Library Policy on Reciprocal Borrowing Privileges
- 5 The monthly report from the library director.

D R A F T

Board of Library Trustees

Minutes of the April 25 Meeting

1. Call to order. Vice-chair Sharon Connors called the meeting to order at 6:05. The other trustees attending were Ann Caldwell, Sharon Connors, Cheryl Faria, Mari-Ann Oliveira, and Susan Tusino. Peter Fuller, Interim Director also attended.
2. Election of Officers. Sharon Connors asked for nominations for chairman, vice-chairman and secretary. Ann Caldwell moved that Mike Durkay serve a chairman, and Sue Tusino seconded. There were no further nominations and Mike was re-elected by voice vote. Cheryl Faria move that Sharon Connors serve as vice-chairman, and Sue Tusino seconded. There were no further nominations and Sharon was re-elected by voice vote. Sue Tusino nominated Mari-Ann Oliveria to be secretary and Ann Caldwell seconded. There were no further nominations and Mari-Ann was re-elected by voice vote.
3. Consider request to audiotape the meetings. Peter asked the request be tabled indefinitely, and the trustees agreed unanimously in a voice vote.

[Mike Durkay arrived at 6:15 and as assumed the role of presider.]
4. Approval of the Minutes. The chair asked for a motion to approve the minutes of the March meeting. Ann Caldwell so moved and Susan Tusino seconded. These were accepted and the trustees approved the minutes by voice vote.
5. Mail. There was no mail or requests to use the meeting room or lobby.
6. Old Business

D R A F T

Board of Library Trustees

Minutes of the April 25 Meeting

- a. Meadows Committee Report. Cheryl Faria reported that the Meadows Management Committee is working on the grand opening celebration in June. Tables, benches and other equipment for the Meadows will be delivered in the next few weeks and should be installed in time for the grand opening. Cheryl reported that the Meadows Management Committee has recommended reappointment of Larry Hindle and Cynthia Corbott to the committee. There were no objections and both committee members were reappointed by a unanimous vote.
- b. Selection Committee Report. Sharon Connors reported on the progress of the committee to date. She said the committee is working on questions for the public interview which would take place on May 1. Peter Fuller excused himself at this point and left the room, so the Trustees could discuss the questions.
- c. Dollars & Sense Project. Peter reported that the project's kick-off event was this past Saturday. It drew an enthusiastic audience of eighty-six people. It was a well-organized event that went off smoothly. The first education program is tonight. Julie Bernice from Money Management International (MMI) will be the speaker. MMI is one of the library's principal partner organizations, and they will be conducting most of the training. The library has also engaged researchers from the Public Policy Center at U-Mass, Dartmouth to conduct the evaluation of the grant program. They have also engaged a web designer who will be developing a website for the program.

D R A F T

Board of Library Trustees

Minutes of the April 25 Meeting

7. New Business

- a. Discuss NEIT students' projects. Where do we go from here?
Seven interior design students from New England Technical Institute have developed recommendations for remodeling the library. The trustees had a chance to preview the projects but the library is waiting for official releases before putting the projects up on the library's web page. Everyone who has seen the projects was impressed with the students' creativity and professionalism. Although none of the designs are construction ready, they all indicate the possibilities of this building. Peter suggested that this could be the first step towards a major remodeling project. (The projects can be viewed as after May 3 at <http://seekonkpl.org/NEIT.html>.)
- b. Strategic/Long-range Plan. Peter asked that this discussion be postponed until a permanent director is settled in place. The trustees agreed.
- c. Library website makeover. Peter met with Dave Caldwell who the Director of Web Strategy for Wheaton College – essentially he works with members of the college community to develop web services that they need. Dave generously offered to help us to improve the SPL site, and we are excited to be working with him. We are in a research and data collection phase right of the project right now. Once we have assembled our information, Dave will review it and then facilitate a discussion among our staff about what design changes need to be made.
- d. Monthly Policy Review
 - i. Discuss use of the meeting room by businesses. [See http://www.seekonkpl.org/Policies/332_Businesses.pdf.] Peter had sent the trustees a draft of a memo to businesses that may wish to use the meeting room.

D R A F T

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Minutes of the April 25 Meeting

Peter wanted to confirm that it accurately expressed the Board's position on businesses using the library's meeting room. No Peter also suggested that the meeting room is an under-utilized asset. He felt that there may be a potential market of business users if the library could develop a meeting space with all of the expected amenities.

- ii. Customer Service Policy . Peter requested that this discussion be rescheduled to later in the year since the library staff will be talking about customer services at the training session in June. I hoping that we can produce a new draft that's a little simpler and better able to guide the development of more specific procedures.
 - iii. Display Space Policy . Peter requested that this be rescheduled because the policy was amended in January 2012.
8. Library Director's Report. See attachment.
9. Next Meeting Date & Adjournment. The trustees agreed to next meet on May 16. Sharon Connors moved that the meeting adjourn, and Cheryl Faria seconded. The trustees approved by voice vote at 7:40.

D R A F T

Board of Library Trustees

Minutes of the April 25 Meeting

Documents distributed at or prior to this meeting

1. Minutes of the March meeting
2. Memo to businesses about using the meeting room.
3. The monthly report from the library director.
4. A monthly budget report.
5. A graph showing library circulation.

D R A F T

Board of Library Trustees

Minutes of the June 20 Meeting

1. **Call to Order** – Chairman Mike Durkay called the meeting to order at 6:00. The other trustees attending were Deborah Bostian, Sharon Connors, Cheryl Faria, Mari-Ann Oliveira, and Susan Tusino. Peter Fuller, Library Director also attended.
2. **Minutes** – The minutes of the previous meeting were not available, but should be available next month.
3. **Mail** – The trustees received two requests to use the meeting room, (1) The Massachusetts Chapter of Mufon International, and (2) Rachel Brown for Congress. Both requests were approved. The Mufon group had also requested to use the meeting room every other week. This request was denied because of the library’s programming schedule and the large number of community organization that regularly request to use the room.
4. **Old Business** – The Trustees agreed to change the order of business and take up item **d) Contracts for the director & associate director**. After a brief discussion, it was suggested that the board adjourn into executive session.
 - i. **Adjourned into executive session** – Sharon Connors moved that the board go into executive session as permitted in Mass. G.L. c. 30A s. 21 to discuss strategy related to non-union employee bargaining. Trustee Oliveira seconded. The trustees approved unanimously in a roll call vote.
 - ii. **Return from executive session** – Deborah Bostian moved that the board return to regular session. Susan Tusino seconded the motion. The trustees approved unanimously in a roll call vote.

D R A F T

Board of Library Trustees

Minutes of the June 20 Meeting

a. Report from Seekonk Meadows Management Committee –

Cheryl Faria reported on the plans for the grand opening of Seekonk Meadows which will occur on Saturday, June 23.

b. Report on library budget for FY 2013 – The budget passed

Town Meeting on June 11 without any comments or questions from the voters.

c. Appointment of Cyndee Marcoux as associate director – Peter

reported that Cyndee is looking forward to coming to Seekonk. She attended the staff training session held on Tuesday, which gave her the opportunity to meet the staff. The staff is also pleased that she has been appointed. Peter noted that some people in the town may question why another search wasn't conducted. In Peter's opinion the spirit and intent of the town's personnel by-law was upheld although the process described therein was not followed exactly. Cyndee is exceptionally qualified and she came to the trustees' attention after an extensive search. Peter felt that another search would not have produced a better qualified candidate and would therefore, be pointless, and waste of everyone's time. Since the town has not had a functioning Personnel Committee for many years, Sharon Connors consulted Mrs. Nolan, the town administrator about moving ahead with hiring Cyndee. Mrs. Nolan gave her approval and recommended the library act quickly to hire Cyndee. Cyndee's starting salary will be approximately \$73,000, which is the same rate Peter had received as associate director. Peter felt that this was a fair offer in light of Cyndee's advanced and extensive experience in public library administration.

d. Contracts (See above.)

e. Revising the capital improvements budget – Peter distributed sections of the Capital Improvements Plan that pertained to

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Board of Library Trustees

Minutes of the June 20 Meeting

the library. He reported that the Capital Improvements Committee would be presenting the plan that evening to the Board of Selectmen. Lauren Walsh, chair of the Capital Improvements Committee has requested that representatives of the library meet with the committee over the summer to discuss the priorities in the plan.

5. New Business

- a. **Circulation rules and set fines & fees for FY 2013** – As required by the library’s Circulation Policy, the Peter submitted (1) a schedule of fines and fees for the coming fiscal year, and (2) rules for the circulation of materials. No changes in fines or fees were recommended. Sharon Connors noted that the library no longer sold coffee, so the coffee charge could be removed. Peter recommended that the library return to its previous practice of not circulating the first issue of magazines. People who come to read and socialized at the library have frequently complained about the lack of magazines on the shelves. The staff has subsequently observed a reduction in the number of people who use the library’s reading area. Deborah Bostian moved that both the schedule of fines and fees, and the borrowing rules be adopted. Susan Tusino seconded the motion. The trustees approved unanimously.
- b. **Authorization of the disposal of surplus library property** – The trustees vote annually to authorize the library staff to dispose of surplus property for the coming fiscal year in accordance with library policy and practices established by the director. Sharon Connor so moved and Mari-Ann Oliveira seconded. The trustees approved unanimously.
- c. **Appointment to the Library Trust** – There are two vacancies on the board of directors of the Library Trust due to the resignation of Judy Sullivan and the expiration of the Rob

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Board of Library Trustees

Minutes of the June 20 Meeting

DeBlois' term. Peter recommended that the board appoint Ana-Marie Saul-Sykes to fill one of the vacancies. The other directors of the Library Trust fully support Ana's joining the board. She and her family are regular users of the library. She is employed by Brown University. Ana will be a tremendous asset to the Trust. Mari-Ann Oliveira who knows Ana personally also spoke highly of her and recommended her appointment. Mari-Ann moved that Ana be appointed to the board of directors of the Library Trust, and Sharon Connors seconded. The trustees approved unanimously.

- d. **Appropriate funds for lighting the Seekonk Meadows / Library sign** – The library has received a quote of \$1,300 from Crouch Electric to illuminate the library sign. Peter reported that it was unlikely that this could be funded from the operating budget and suggested that the funds be taken from the state grant [LIG/MEG] account. Susan Tusino moved that the expenditure be approved from available operating or grant funds. Cheryl Faria seconded. The trustees approved unanimously.
- e. **Addressing the library's space needs for the short-term** – Peter reported that the library had several space and shelving needs that could not be put off until there is a major remodeling of the library . He mentioned in particular, the lack of storage space, the inaccessibility of work materials and equipment, shelving for adult fiction and adult non-fiction, shelving for media, a lack of small meeting space, and the inaccessibility local history and government documents collection. A committee of staff members is preparing recommendation to address these issues.
- f. **Long-ranging planning process** – The trustees discussed the need to update the library's long-range or strategic plan. The

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Board of Library Trustees

Minutes of the June 20 Meeting

trustees also discussed devoting a special meeting to the subject. The consensus was that this should be done in the fall. Peter thought that this would give the staff sufficient time to do the preliminary research and analysis required for the process to move forward. Peter will also look into getting a outside facilitator for the meeting.

6. **Director's report** – The director's report was emailed to the trustees prior to the meeting. There were no comments or questions.
7. **Certification of Bill**
8. **Next meeting and adjournment** – The trustees agreed to meet again on Wednesday, August 8. Sharon Connors moved to adjourn and Susan Tusino seconded. The trustees approved unanimously.

Board of Library Trustees

Minutes of the August 8, 2012

1. **Call to Order** – Vice-Chair Sharon Connors called the meeting to order at 6:01 p.m. Chairman Michael Durkay arrived at 6:03 p.m. and took over the meeting. The other trustees attending were Ann Caldwell, Susan Tusino, Cheryl Faria, and Mari-Ann Oliveira. Library Director Peter Fuller and Associate Director Cyndee Marcoux were also present. Trustee Deborah Bostian was absent.
2. **Minutes** – The minutes of the May 2012 meeting are still not available for approval. Secretary Mari-Ann Oliveira will try to have them for the next meeting. Ann Caldwell moved and Cheryl Faria seconded that the minutes of the June 20, 2012 meeting be accepted as written. The trustees approved unanimously.
3. **Mail** – The trustees received a thank you note from the young man that received the Trustee's Award. Peter provided each member of the board with a print out of the State Aid Program created by the Massachusetts Board of Library Commissioners (MBLC). A request to use the meeting room by the Community Autism Resources group was submitted for the Trustees approval. Trustee Sharon Connors moved with trustee Mari-Ann Oliveira seconding to approve this request to use the room. The trustees approved unanimously.

The trustees agreed to change the order of business at 6:08 P.M. and move to New Business item **b) Friends of the Library** (To discuss installing a permanent sign to advertise events.)

- (i) The president of the Friends Beverly Rathbun and Treasurer of the Friends were present to discuss the problem of their inability to advertise. Ms. Rutter believes people are not aware of events at the library due to the Friends limited ability to advertise events. Trustee Durkay will look into the situation to get clarification of the sign ordinance and enforcement. He thanked the Friends for their support and stated that anything that impedes the Friends ability to support the library is a concern to the Trustees.
4. **Old Business** –
 - a) **Report of the Seekonk Meadows Management Committee** – Cheryl Faria reported that the Grand Opening was perfect. Over 200 people were present for the ribbon cutting and another 150 people visited throughout the celebration. Ms. Faria reported that committee member Dave Pisonneault from the Parks and Recreation department has resigned from the Meadows Committee. This brings the number of committee members down to five from the original seven. She asked if they could continue with five members or did they need to recruit two additional members. Since the Meadows Committee is a subcommittee of the Trustees, the Trustees will need to review the guidelines originally setup. If the Meadows Committee is still meeting the original guidelines with five members then the Trustees would not object to continuing the

committee with five members. Trustee Durkay asked Ms. Faria if there is any plan to work with the Conservation Commission on the Meadows project. He would like to see the walking trails clearly marked.

- b) **ARIS** - Peter reviewed the Annual Report Information Survey (ARIS) submitted for 2012 to the Board of Library Commissioners.
- c) **Reviewing the capital improvements budget** – Peter has several concerns about the Capital Budget Committee’s recommendations. The report calls for the town to spend approximately \$847,000 on the library over the next seven years. He questions how the suggested improvements will improve the quality of service to library patrons. Peter has already had some informal discussions with the Chair of the Capital Improvements Committee. Peter asked the trustees if they would like him to continue to discuss this informally or if they would like him to draft a letter requesting a meeting between the trustees and the Capital Improvement Committee. The trustees decided the library should obtain more information and clarify the suggested improvements before taking any action.
- d) **Addressing the library’s space needs for the short-term** - Peter reviewed the library’s immediate space issues. He stated that the lack of shelving and cramped shelves not only look awful but also have a negative effect on circulation. He is proposing new wall shelving and stressed the need to keep the different areas of the collection together as much as possible. He also stated that we could add shelving in the Sullivan room to accommodate the local history collection and government document collection. As far as storage, he believes the library has enough storage space it just needs to be better utilized. Each area needs to be cleaned out and reorganized. Peter asked the trustees to approve the purchase of shelving from LIG/MEG monies in the amount of \$2,373.00. Trustee Connors motioned that the trustees approve the purchase of shelving in the amount of \$2,373. Trustee Caldwell seconded the motion. During discussion of the motion Trustee Tusino stated that she felt the installation cost was high. She works in this field and offered to have her employer review the estimate. The motion was amended by Trustee Connors to approve the purchase of shelving from LIG/MEG not to exceed \$2,373. Trustee Caldwell seconded the motion. The motion passed unanimously.
- e) **Long-range planning process** – Peter informed the trustees that library staff are working on gathering basic demographic information. Staff will also be assessing the services the library is providing now and comparing them with the services other libraries are providing. He will get this information to the Trustees by September 7, 2012.

5. New Business

- a) **Set a date for Trustees to meet and discuss planning** - Trustee Chair Durkay wants to have an all day long-range planning session for the trustees on September 22, 2012. Peter is looking for someone to facilitate this session.
- b) **Friends of the Library – (see above)**
- c) **Selling books, CDs, etc., at library events** - Peter explained to the trustees that the library's policy regarding sales has been inconsistent over the years. The staff discussed this issue and recommended that the library allow performers to sell their merchandise. Trustee Chair Durkay asked what the School Department does when they allow vendors to sell items. Susan stated that the school charges the vendor a flat fee to rent the space. The trustees agreed that as long as there have been no problems the library should allow performers to sell their merchandise.
- d) **Donation of Stamps to the Friends of the Library** – Peter explained the history of the stamp collection and that these stamps belong to the library. Unless the Board has any objections Peter would like to donate the stamps to the Friends of the Library. The Board had no objections to the library donating the stamps to the Friends.
- e) **Library Priorities through December 2012** – Peter distributed a list of Operational Priorities to the trustees for their review. In particular, Peter pointed out that he would like to get the library's data added to the town's GIS. The library would be able to use this information for outreach and marketing purposes. Peter also discussed the parking lot safety issues. He explained that this problem started when the book drop was installed and has gradually become a major problem. Dave Cabral is looking into ways to fix the situation.
- f) **Quarterly staff meetings** – Peter requested to schedule a two hour delay in opening on one Thursday each quarter for staff development. He would like permission to open the library late on November 29, February 21, and May 23. Trustee Connors made a motion that the library open late on the suggested dates for staff development. Trustee Caldwell seconded the motion. The trustees asked that the closing be announced as early as possible. The vote was unanimous.

6. **Policy Review**

- a) **Confidentiality of Library Records** – Peter explained that only a format change was recommended for this policy. The trustees had no problem with this change being made.

- 7. **Director's Report** – Peter asked if the trustees had any questions or comments on his report. The trustees thought the Book Leasing was a great idea. Peter explained that Cyndee would be coordinating this program.

Trustee Durkay asked if there was any other business. Peter asked Cyndee to explain the proposed purchase of International Library street signs. Cyndee explained that the library would like to purchase four signs and arrows. These signs would be installed on Route 44 (double-sided) arrows pointing towards Arcade Street. Another sign would be at the end of Arcade Street or across from the end of Arcade Street on Newman Street pointing to the right and finally one on Newman Street in the vicinity of the Hess Gas Station pointing straight ahead towards library. The Trustees thought the signs were a good idea and approved asking the Friends for the \$210.60 to purchase the signs.

A brief discussion of the opening on the Board of Directors for the Library Trust took place. Trustee Faria suggested that it would be nice if we could have an annual event with all the groups associated with the library in attendance.

8. **Certification of Bills**

9. **Next Meeting and Adjournment** – The next meeting was set for September 22, 2012. Trustee Oliveira motioned to adjourn at 7:28 p.m., Trustee Connors seconded the motion. The vote was unanimous and the meeting was adjourned at 7:28 p.m.

Board of Library Trustees

Minutes of the October 17, 2012

1. **Call to Order** –Chair Michael Durkay called the meeting to order at 6:05 p.m. The other trustees attending were Ann Caldwell, Susan Tusino, Cheryl Faria, Deborah Bostian, and Mari-Ann Oliveira. Library Director Peter Fuller and Associate Director Cyndee Marcoux were also present. Trustee Sharon Connors was absent.
2. **Minutes** – Ann Caldwell made a motion to accept the minutes of the August 8 meeting as written. Deborah Bostain seconded this motion. The motion was approved unanimously. The minutes of the May 2012 meeting were still not available for approval. Secretary Mari-Ann Oliveira will try to have them for the next meeting.
3. **Mail** –Peter provided each member of the board with a print out a news release from the Massachusetts Board of Library Commissioners (MBLC) announcing that eight communities were awarded General Construction Provisional Grants. Governor Patrick increased funding for the Public Library Construction Program by \$41.8 million. This is part of administrations FY13 – FY17 Capital Plan.
4. **Old Business** –
 - a) Report of the Seekonk Meadows Management Committee – Cheryl Faria reported that the Rose of Sharon bush donated by Ed Davis, brother of former director Sharon St. Hilaire was planted in the front of the library. Cheryl also reported that the Town’s Sign By-Law does indeed state that sign permits are limited to one per group and that the signs may be displayed not more than 30 consecutive days. Cheryl will relay this information to the Friends of the Library. The Meadows Committee also scheduled the Annual Kick-off Summer Event for Sunday, June 16, 2013. Cheryl stated that the account balances would be available soon. She also asked if it would be possible to have the trash picked up by the same company that picks up the library’s trash. At present she has been emptying the bin herself. She also stated that the committee would like to know if there the clothing collection bins could be moved to another area. No decision was made at this time.
 - b) Review the 2012 Annual Financial Report submitted to the MBLC. This will be done next month.
 - c) Review the library’s space needs for the short-term. Peter discussed the actions that are underway at present – weeding paperbacks, adult non-fiction and oversized books – moving collections to better optimize the available space, etc. He requested \$7,600 in LIG/MEG funds to purchase 3 storage cabinets, a movable shelving unit, pullout bins for the CD collection and 4 movable paperback displays. Trustee Faria made a motion to authorize that \$7,600 from LIG/MEG be used for the projects identified. Trustee Bostian seconded this motion. The vote was unanimous.

- d) Long Range Planning Process
 - i. Peter distributed drafts of the two surveys for Election Day.
 - ii. The first meeting will take place on Wednesday, November 7th at 6pm. A list of the committee members was distributed. Peter informed the trustees that we still need a middle school student representative, a Meadows representative and at least two trustees. Cheryl will try to get us a representative from the Meadows. She will let Peter know who as soon as she knows. Trustees Caldwell, Tusino and Durkay agreed to participate.
 - iii. Sunny Vandermark, Library Consultant will mediate the first session and Debra Hoadley, from the Massachusetts Library System will facilitate the second session date TBD.

5. **New Business –**

- a) The revised trustee calendar for the remainder of the fiscal year was reviewed.
- b) Peter asked the trustees if they had any questions about the FY14 Action Plan. No major concerns were noted.
- c) Union contract negotiations were discussed. There is a tentative offer on the table and it is anticipated to be signed tomorrow.
- d) Website RFP – Peter recommended that the library engage Tom Rose of TKRose Web Solutions. Trustee Bostain made a motion to authorize \$3,500 from LIG/MEG for the new website project. Trustee Caldwell seconded the motion. The vote was unanimous.

6. **Policy Review –**

- a) Ethics Policy (No changes recommended)
- b) Homebound Delivery Policy (No changes recommended)

7. **Director’s Report –** Peter asked if the trustees had any questions or comments on his report.

The trustees asked that the 2% increase for salaried workers be held until after the Fall Town Meeting.

A brief discussion of the opening on the Board of Directors for the Library Trust took place. Trustee Faria suggested that it would be nice if we could have an annual event with all the groups associated with the library in attendance.

8. **Certification of Bills**

9. **Next Meeting and Adjournment –** The next meeting was set for November 14, 2012. Trustee Faria motioned to adjourn at 7:28 p.m., Trustee Oliveira seconded the motion. The vote was unanimous and the meeting was adjourned at 7:28 p.m.

Board of Library Trustees

Minutes of the November 14, 2012

1. **Call to Order** –Vice-Chair Sharon Connors called the meeting to order at 6:04 p.m. The other trustees attending were Ann Caldwell, Cheryl Faria, Deborah Bostian, and Mari-Ann Oliveira. Library Director Peter Fuller and Associate Director Cyndee Marcoux were also present. Trustee Susan Tusino was absent, Chair Michael Durkay arrived at 6:27 p.m.
2. **Minutes** – Mari-Ann Oliveira made a motion to accept the minutes of the October 17, 2012 meeting as written. Deborah Bostian seconded this motion. The motion was approved unanimously. The minutes of the May 2012 meeting were still not available for approval. Secretary Mari-Ann Oliveira will try to have them for the next meeting.
3. **Mail** –Peter provided each member of the board with a print of a letter from the Massachusetts Board of Library Commissioners (MBLC) stating that the Town of Seekonk was certified to participate in the FY2012 State Aid to Public Libraries Program. In a first installment of \$10,133.08 will arrive in a few weeks. The breakdown is as follows: Library Incentive Grant (LIG) = \$3,264.58, Municipal Equalization Grant (MEG) = \$1,728.12 and Nonresident Circulation Offset (NRC) = \$5,140.38. This is a slight decrease from last year's award.
4. **Old Business** –
 - a) Report of the Seekonk Meadows Management Committee – Cheryl Faria reported that gardens had been cleaned up for winter. Cheryl also reported that a follow-up letter was sent to the Friends of the Library explaining the Towns sign policy. She informed them that although the Trustees sympathized with the Friends at this time they could nothing more. The Meadows Committee changed the date for the scheduled Annual Kick-off Summer Event to Sunday, June 23, 2013. Cheryl stated that the account balances would be available at the November meeting. She also thanked the director if he could discover who would be emptying the trash cans at the entrance to the Meadows. Finally, she reported that after some discussion that Meadows Committee decided they did not need to replace the two representatives one from Parks and Recreation and the other from the Conservation Commission. However, they will try to meet with these two groups annually to discuss possible joint projects.
 - b) Peter reported that the first Strategic Planning Committee went well. He distributed a handout of the Strengths, Opportunities, Aspirations and Results (S.O.A.R.) analysis the group worked on that night. The next meeting date will be February 6, 2013.
 - c) The Election Day Survey was a huge success. Approximately 1,248 surveys were completed. Of these 320 were from non-users. Peter said this the most non-user feedback the library has ever received. Peter also stated that he was very proud of all staff that day. They represented the library well and were all on message.

- d) A motion was made to implement the 2% raise for contract employees voted in October by the Board of Selectmen. Trustee Connors made the motion as follows: Motion to implement on a one time only basis a 2% adjustment for non-union contract employees retroactive to 7/1/2012. Trustee Bostian seconded the motion. The motion was approved unanimously.

5. **New Business –**

- a) Peter distributed a copy of the FY14 budget draft for review. He explained that the Municipal Appropriation Requirement (MAR) will be \$835,685 for FY14. He explained the reason for the increase to certain line items. Chair Michael Durkay asked the director what if any items the library would add to this budget if they could. Peter stated that he would present a budget representing needed but not requested items at the December meeting.
- b) A draft of the Annual Report was given to the Trustees for review. They liked the new format and thought it could remain as is.

6. **Policy Review –**

- a) Web Links Policy (No changes recommended)

7. **Director's Report** – Peter asked if the trustees had any questions or comments on his report. A brief discussion of the email sent to the Town Administrator regarding fine money took place. The director stated that he thought this situation might have been prevented if the message was relayed to the patron differently. He suggested that Customer Service Training be performed.

8. **Certification of Bills**

9. **Next Meeting and Adjournment** – The next meeting was set for December 19, 2012. Trustee Connors motioned to adjourn at 7:10 p.m., Trustee Bostian seconded the motion. The vote was unanimous and the meeting was adjourned at 7:10 p.m.

Board of Library Trustees

Minutes of the December 19, 2012

1. **Call to Order** –Vice-Chair Sharon Connors called the meeting to order at 6:07 p.m. The other trustees attending were Ann Caldwell, Cheryl Faria, and Mari-Ann Oliveira. Library Director Peter Fuller and Associate Director Cyndee Marcoux were also present. Trustee Cheryl Faria and Deborah Bostian were absent, Chair Michael Durkay arrived at 6:07 p.m.
2. **Minutes** – Mari-Ann Oliveira made a motion to accept the minutes of the November 14, 2012 meeting as written. Susan Tusino seconded this motion. The motion passed unanimously. The minutes of the May 2012 meeting were still not available for approval. Secretary Mari-Ann Oliveira will try to have them for the next meeting.
3. **Mail** –Peter provided each member of the board with a copy of an email from the Christine Medeiros requesting the use of the Meadows Friday, December 21, 2012 at 6 or 6:30 pm for a candle light vigil to show support of the victims of Sandy Hook Elementary School. Due to time constraints, Peter asked that the trustees expedite the request for approval. The trustees approved the request with the following stipulations: that Ms. Medieros fill out the Meadows application and return it to the library and that there be a police detail for traffic safety. The trustees asked Peter to email this information to Ms. Medieros. They also suggested that if it was impossible to have a police detail the event could be held at Town Hall, which sits far off the main road.
4. **Old Business** –
 - a) Report of the Seekonk Meadows Management Committee – Trustee Chair Michael Durkay reported that Meadows committee member Cheryl Faria spoke with him about having a programming group as a subcommittee of the Meadows committee. This group would develop ideas for planned activities throughout the year. They would then take these ideas to town groups to see if they are interested in doing any of these activities.
 - b) The next meeting date for the Strategic Planning Committee will be February 6, 2013.
 - c) Peter reviewed the FY2014 budget request. The only line item he is uncertain of is the phone. He explained that the library’s phone system is 6 years old and there have been numerous problems with it of late. He has investigated the cost of leasing a system \$4,800 a year but does not feel this is the best option. He has been discussing this with Bruce Alexander, the town’s Finance Officer. The cost of a new system would be approximately \$20,000, making it a capital expense. He would like the Capital Planning Committee to consider approving a new phone system for the library. With no other questions, Sharon Connors made a motion to accept the proposed budget for FY2014. Susan Tusino seconded this motion. The motion passed unanimously.
 - d) After discussing the Lobby Use Policy, the trustees asked Peter to rewrite with the wording as discussed and resubmit it for review.

5. **New Business –**

- a) Cyndee gave trustees a brief overview of the St. Hilaire Innovation Center. The trustees asked when we expect the center to be complete. Peter stated he did not anticipate it would be ready much before the new FY. It will depend on the Department of Public Works availability to do the work.
- b) The trustees were asked to approve the hiring of Phil Fortin as a substitute in the circulation department. Ann Caldwell made a motion that Phil Fortin be hired as a substitute worker. Sharon Connors seconded the motion. The motion passed unanimously.
- c) The trustees were given a copy of the Associate Director's job description for their review. Peter anticipates having a final draft ready for approval at the February 2013 meeting.

6. **Director's Report** – Peter asked if the trustees had any questions or comments on his report.

7. **Certification of Bills**

8. **Next Meeting and Adjournment** – The next meeting was set for January 16, 2013. Trustee Oliveira motioned to adjourn at 7:02 p.m., Trustee Connors seconded the motion. The vote was unanimous and the meeting was adjourned at 7:02 p.m.