

Board of Library Trustees

Minutes of the January 16, 2013

- 1) **Call to Order** –Chair Michael Durkay called the meeting to order at 5:59 p.m. The other trustees attending were Ann Caldwell, Cheryl Faria, Sharon Connors, Deborah Bostian and Mari-Ann Oliveira. Library Director Peter Fuller and Associate Director Cyndee Marcoux were also present. Trustee Susan Tusino was absent. Former trustee Richard Perry was also present.
- 2) **Minutes** – Deborah Bostain made a motion to accept the minutes of December 19, 2012 meeting as written. Sharon Connors seconded this motion. The motion passed unanimously.
- 3) The trustees went into Executive Session at 6:07 p.m. to discuss personnel issues. Meeting resumed at 6:36 p.m.
- 4) **Mail** –Peter provided each member of the board with information about the upcoming legislative breakfast to be held on February 8, 2013 8:00 a.m. to 10:00 a.m. at the Lakeville Public Library. None of the trustees will be able to attend the meeting. The request for financial assistance to fund the breakfast was denied. The trustees were also given a copy of Melissa Chiavaroli's, Staff Librarian Adult Services, resignation. Melissa has accepted a position as Head of Reference at the Cumberland Public Library in Cumberland, RI.
- 5) **Old Business** –
 - a. Report of the Seekonk Meadows Management Committee – No report.
 - b. Trustees received a copy of the FY 2014 Budget as presented to the Town Administrator, Mrs. Nolan. Peter stated that the meeting with Bruce Alexander, the town's Finance Officer and Mrs. Nolan regarding the budget went well. They felt it was a reasonable budget. Next it will go before the Board of Selectman and then the Finance Committee.
 - c. Associate Director's Job Description – Peter submitted the final version of the job description for trustees approval. The trustees asked Cyndee if she was satisfied with the job description. She stated that it was satisfactory. Sharon Connors made a motion to accept the Associate Director's job description as written. Ann Caldwell seconded the motion. The motion passed unanimously.
 - d. Innovation center – Peter explained that Mia Alwin's students would be working on designs for the Innovation Center, the Common Area and the Circulation desk. He anticipates they will be completed sometime in April. He is hopeful that this more focused project will result in a design or designs that we will be able to implement.
- 6) **New Business** –
 - a. Michael Durkay asked if the trustees thought a policy on naming or dedicating areas in the Seekonk Library/Meadows Complex was needed. He would like to them to think about it and have it on the agenda for next month.
 - b. Peter discussed the upcoming Take Your Child to The Library Day a nationwide event. The library would like to offer amnesty for fines and no fee for card replacements on

this day. Ann Caldwell made a motion to offer fine amnesty and free replacement cards on Take Your Child to the Library Day. Sharon Connors seconded the motion. The motion passed unanimously.

- c. Three trustee positions are up for election in April. Ann Caldwell, Michael Durkay and Susan Tusino currently hold these trustee positions. Susan Tusino will not be running for reelection. Trustees Caldwell and Durkay will be running for reelection. In addition, former trustee Richard Perry has decided to run.
- 7) **Policy Reviews** – The Lobby Use Policy was discussed. Deborah Bostian made a motion to accept the Lobby Use Policy as written. Sharon Connors seconded the motion. The motion passed unanimously.
 - 8) **Director’s Report** – Peter asked if the trustees had any questions or comments on his report. There were no comments.
 - 9) **Friends Request** – Peter presented the board with a copy of the FY 2014 Funding request for the Friends of the Library. This requests needs to be approved by the Board. Mari-Ann Oliveira made a motion to accept the FY 2014 Funding request for the Friends of the Library as presented. Deborah Bostian seconded the motion. The motion passed unanimously.
 - 10) **Certification of Bills**
 - 11) **Next Meeting and Adjournment** – The next meeting was set for February 20, 2013. Deborah Bostian motioned to adjourn at 7:27 p.m., Sharon Connors seconded the motion. The vote was unanimous and the meeting was adjourned at 7:27 p.m.

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 - 10) **Certification of Bills**
 - 11) **Next Meeting and Adjournment** – The next meeting was set for February 20, 2013. Deborah Bostian motioned to adjourn at 7:27 p.m., Sharon Connors seconded the motion. The vote was unanimous and the meeting was adjourned at 7:27 p.m.

Board of Library Trustees

Minutes of the February 20, 2013

- 1) **Call to Order** –Chair Michael Durkay called the meeting to order at 6:04 p.m. The other trustees attending were Ann Caldwell, Cheryl Faria, Sharon Connors, and Mari-Ann Oliveira. Library Director Peter Fuller and Associate Director Cyndee Marcoux were also present. Trustee Susan Tusino and Deborah Bostian were absent.
- 2) **Minutes** – Sharon Connors made a motion to accept the minutes of January 16, 2013 meeting as written. Ann Caldwell seconded this motion. The motion passed unanimously.
- 3) **Mail** – No mail
- 4) **Old Business** –
 - a. Report of the Seekonk Meadows Management Committee – Trustee Faria reported that the committee is getting ready to plant the rose bushes in the front of the library. They are working out the details on who will water the bushes. The committee also discussed replacing the Meadows donation sign with a permanent sign. The committee was asked to consider placing a Veteran’s Memorial on Meadows land. They committee stated that they would consider it but that it could not be placed on the cap and would have to be placed off the cap which limits the available areas. The Meadows committee will remain a five member committee. They will meet with Parks and Recreation and the Conservation Committee as needed. The committee also discussed what they considered their role to be and felt that their role is to be stewards of the Meadows – they are not event planners, etc.,
 - b. Peter informed the trustees that the planning session went very well and that staff is now working on a draft of the new strategic plan. He plans to have this completed within the next 7 – 10 days.
 - c. FY14 Operating Budget update – At this time there have been no changes to the submitted budget and the Town Administrator is supporting the budget as submitted. FY14 Capital Budget update – The Town Administrator has requested that department heads submit Capital Budget requests. This request only allowed approximately one week for submission of requests. Peter did not feel a proper request could be prepared in this timeframe and informed the Town Administrator that the library would not be submitting a request. Unfortunately, shortly after this the staff copier began to have problems and will soon need major repairs costing more than \$700. Peter has received a quote from RICOH for a new copier with a three-year maintenance contract for under \$9,000. He has informed the Town Administrator that the library may wish to add this as a Capital Budget request.
 - d. Update on search for staff librarian – The deadline for applications is Friday, February 22. The library has currently received 21 applications. The Associate Director, Senior

Children's Librarian and Children's Librarian are ranking the applications. The top three to five applicants will be interviewed.

- e. Naming protocols – Trustee Chair Durkay suggested that the board set criteria for naming protocols. He thinks that the names already assigned were done so because of specific contributions to the library not necessarily monetary. The trustees agreed that it would be wise to set a standard that could be followed moving forward. The trustees will revisit this next month.
- 5) **New Business –**
 - a. Upcoming budget hearing with the Board of Selectmen – The library is scheduled to meet with the Board of Selectmen next Wednesday, February 27 at 7 p.m. Peter asked trustees to attend if possible to support the library's budget request. He will try to find out exactly when the BOS will hear the library's budget.
 - 6) **Policy Reviews –** Problem Patron Policy & Unattended Children's Policy, no changes were recommended for either policy. Trustee Caldwell pointed out a typo on the Unattended Children's Policy (amended 2/20/3008) this will be corrected.
 - 7) **Director's Report –** Peter asked if the trustees had any questions or comments on his report. There were no comments. Peter asked Cyndee to give a report to the board on the library's new Pinterest account. She briefly described what Pinterest was and the possible ways the library could use this relatively new social media. For example, photos taken of the Innovation Center project from beginning to end, used to create interest and excitement for the Innovation Center. Trustee Oliveira suggested that it would be advantageous if clicks on the photo jackets took patrons to library's catalog. Everyone thought this was a great suggestion and Cyndee will work on adding the links.
 - 8) **Trustee Comments and Questions –** None
 - 9)
 - 10) **Certification of Bills**
 - 11) **Next Meeting and Adjournment –** The next meeting was set for March 20, 2013. Ann Caldwell motioned to adjourn at 7:15 p.m. Sharon Connors seconded the motion. The vote was unanimous and the meeting adjourned at 7:15 p.m.

Board of Library Trustees

Minutes of the March 20, 2013

- 1) **Call to Order** –Chair Michael Durkay called the meeting to order at 6:02 p.m. The other trustees attending were Ann Caldwell, Cheryl Faria, Sharon Connors, Deborah Bostian, Susan Tusino and Mari-Ann Oliveira. Library Director Peter Fuller and Associate Director Cyndee Marcoux were also present.
- 2) **Minutes** – Ann Caldwell made a motion to accept the minutes of February 20, 2013 meeting as written. Cheryl Faria seconded this motion. The motion passed unanimously.
- 3) **Mail** – Peter gave the Trustees a copy of the letter sent to Richard Anthony Perry informing him that his computer use privileges are permanently revoked. The Seekonk High School Guidance Department sent a letter to confirm the Trustees Award would be presented again this year. The Trustees unanimously stated yes they would present the award again.
- 4) **Old Business** –
 - a. New staff librarian, Sharon Fredette was introduced to the Trustees. Ms. Fredette has worked in public libraries for over 25 years. She is recently retired from the Warwick Public Library.
 - b. Report of the Seekonk Meadows Management Committee – Trustee Faria reported that a Middle School band representative asked about having a concert in the Meadows. They will bring more information to the full committee. There was no other news to report.
 - c. Peter informed the trustees that the planning session went very well. He was very pleased by the input of the committee. He has revised the plan and will present it to the committee on April 4 for a final vote. Staff is working on creating measurable activities for the plans objectives.
 - d. Capital Improvements Committee – Peter met with the committee on Monday, March 14th. He reported that the CIC’s primary focus is on maintaining the physical building and major mechanical items. They are not concerned with operational needs. They feel operational needs should be addressed by the Board of Library Trustees. He did discuss with them the possibility of a major building renovation and they felt this was a reasonable approach.
 - e. Report on presentation by NEIT design students – This will be held Thursday, March 21, at 1 p.m. at the East Greenwich campus in room N 309. The trustees are invited to attend.
 - f. Naming protocols – Trustee Chair Durkay asked if anyone had thought about naming protocols. Since most members had not thought about possible policies he asked that they think about it and bring it up again next month.
- 5) **New Business** –
 - a. Discuss the possibility of a building renovation – Peter informed the trustees that the Massachusetts Board of Library Commissioners (MBLC) will be seeking another bond for Construction Grants. If the bond is received they believe the schedule will be as follows:

Early/Mid-Summer 2013 – 2 to 3 informational workshops held
Late Summer/Early Fall 2013 0 Grant announcement made to library community
and letters of intent due

Mid-Fall 2013 – 2 to 3 Grant writing workshops held

January/February 2014 – Applications due

Summer 2014 – Provisional grant awards approved

December 2014 or January 2015 – Deadline for cities and towns to secure local
funding and accept provisional grant awards

Trustee Durkay asked Peter to force a schedule backwards so the trustees can look at it
to move forward.

- b. Discuss Director's Evaluation – Peter distributed a copy of the Library Director Evaluation created by the Auburn Board of Library Trustees. He asked if this review could be tweaked to use for his evaluation. Making any needed changes to the job description. The trustees thought this was a good idea. Peter will make the changes based on his job description and they will review them at the next meeting.
 - c. Trustees Award – Yes they will be doing this again.
 - d. Upcoming Finance Committee hearing on the library budget – The library is scheduled to meet with the Finance Committee on April 23 at 7p.m. Trustee Chair Durkay will be unavailable to attend this meeting. Vice-Chair Connors will attend.
 - e. Passport Service – Trustee Durkay asked if this would need a revolving account. Peter will check on this. Deborah Bostian made a motion: The Board of Library Trustees would be interested in offering a Passport service at the library. Trustee Caldwell seconded the motion. The motion passed unanimously.
 - f. Food for Fines – Peter asked that the Trustees approve accepting "Food for Fines" during National Library Week (April 15 – 20). Trustee Oliveira motioned: The library accept donations of food for fines during National Library Week. The food to be donated to Doorways. Trustee Bostian seconded the motion. The motion passed unanimously.
 - g. Volunteer Luncheon – Luncheon will be held Tuesday, April 23 at 12 p.m.
- 6) **Policy Reviews** – Reciprocal Borrowing Policy - No changes recommended.
- 7) **Director's Report** – Peter asked if the trustees had any questions or comments on his report. There were no comments.
- 8) **Trustee Comments and Questions** – None
- 9)
- 10) **Certification of Bills**
- 11) **Next Meeting and Adjournment** – The next meeting was set for April 24, 2013. Deborah Bostian motioned to adjourn at 7:25 p.m. Ann Caldwell seconded the motion. The vote was unanimous and the meeting adjourned at 7:25 p.m.

Board of Library Trustees

Minutes of the April 24, 2013

- 1) **Call to Order** –Chair Michael Durkay called the meeting to order at 6:02 p.m. The other trustees attending were Ann Caldwell, Cheryl Faria, Sharon Connors, Deborah Bostian, Richard Perry and Mari-Ann Oliveira. Library Director Peter Fuller and Associate Director Cyndee Marcoux were also present.
- 2) **Election of officers & other appointments** – Michael Durkay was nominated as Chairperson, Sharon Connors was nominated as Vice-Chair and Richard Perry was nominated as Secretary. The slate as presented was unanimously elected.
- 3) **Minutes** – Ann Caldwell made a motion to accept the minutes of March 20, 2013 meeting as written. Sharon Connors seconded this motion. The motion passed unanimously (Trustee Perry abstained as he was not present at the last meeting).
- 4) **New Business** – Don Kinniburg and Dave Viera from the Seekonk Veteran’s Memorial Committee presented their plans for a Veteran’s Memorial to be located in the area in front of the Meadows. This area is currently used by the library for overflow parking approximately three – four times a year. The Board of Selectman had given the committee permission to place the memorial at Town Hall but they were not happy with this location because it is a dead end street with little traffic. The Town has awarded the committee \$10,000 towards the memorial but they will still need to raise an additional \$40,000. The trustees had several questions for the committee:

What is the estimated time-frame of this project? The committee is hoping to break ground by Fall of 2013.

Who will maintain the memorial? Possibly the Department of Public Works.

Who would pay any expenses such as water and electric? The committee thought this would come out of the Veteran agent’s budget. Peter stated that it might be paid by the town as the town pays for the library’s electricity.

At present, there is no access to water. The veteran’s committee will look into working with the Meadows committee to install a source of water.

Trustee Chair Michael Durkay wants the Veteran’s Committee to understand that by placing this memorial in this location the Board of Library Trustees would have authority over all decisions. Don Kinniburg stated that the committee understood this and had no problem with this. He also stated that he would have legal counsel draw up something that has language acknowledging that the Board of Library Trustees would have final authority on all decisions.

The Board of Library Trustees will discuss this proposal and get back to the Veteran's Committee. The Board asked Chairman Michael Durkay to look into any possible problems and will report to the Board next month.

- 5) **Mail** – Peter gave the Trustees a copy of a letter from the MBLC stating that the library's second installment of state aid for \$10,608.73 has been issued. He also gave them a copy of the transaction from Unibank. Peter informed the trustees of an art program that would be taking place at the library for seniors. This is a cultural council grant written by the presenter of the programs.

- 6) **Old Business** –
 - a. Naming protocols – Trustee Chair Durkay asked if anyone had thought about naming protocols. A discussion of the sample policies took place with Trustees pointing out what they liked. The Associate Director will create a few sample policies for the Trustees to review next month.
 - b. For Consideration: Strategic Planning Committee recommendations – Peter updated the Board on the status of the Strategic Plan. He informed them that the next step was to develop very specific plans for annual action. Library staff is working on creating targets, outcomes and outputs. Peter will get the plan to the Board in two weeks so they can review it before the next Board of Trustees meeting.
 - c. Report of the Seekonk Meadows Management Committee – Trustee Faria distributed a 2013 Seekonk Meadows schedule. The second Annual Summer Opening Celebration will take place on Sunday, June 23, 2013 from 12pm – 5pm. The Meadows Committee will also be sponsoring two URI Master Gardener talks. The first workshop will be on Wednesday, May 22 at 6:30 pm (Pruning Talk). The second workshop will be Wednesday, June 12 at 6:30pm (Composting 101). The schedule also includes four Summer Concerts and seven gardening sessions. She asked if the library would post the schedule of summer events on the website. The Meadows committee received a request to use the Meadows for a church organizations fund-raiser. She asked what the library's policy on fundraising was and stated that the Meadows committee feels it would want to have a similar policy.

- 7) **Capital Improvements Committee** – Peter discussed the problem with the library's downspouts and asked if the Board would like him to move forward with the dollar amount (\$95,000) in the Capital Improvement Plan (CIP). Peter will find out if the library needs to put this on the warrant or if the Capital Improvement Committee does this. The issue is not supposed to be addressed until 2015 according to the CIP. Trustee Connors motioned that the library director request the Board of Selectman and the Town Administrator to include this item on the warrant. Not to exceed the amount quoted in the CIP. Trustee Faria seconded the motion. The motion passed unanimously.

- a. Report FY 2014 Budget – Peter met with the Finance Committee Tuesday, April 23. It was a very informal discussion and the Finance Committee did not appear to have any problems with the budget.
 - b. Discussion: Moving forward with a library renovation – Due to time constraints this item was tabled until the next meeting.
 - c. Discussion: Library Director’s evaluation form – Due to time constraints this item was also tabled until the next meeting.
- 8) **Policy Reviews** – Display Space Policy- No changes recommended.
Customer Service Policy – No changes recommended.
- 9) Other items that could not be reasonably anticipated forty-eight hours in advance of the meeting by the Chairman.
- 10) **Director’s Report** –He informed the Board that the Department of Public Works found the money in their budget to have the library’s carpets cleaned. Peter asked if the trustees had any questions or comments on his report. There were no questions.
- 11) **Trustee Comments and Questions** – None
- 12) **Certification of Bills**
- 13) **Next Meeting and Adjournment** – The next meeting was set for May 15, 2013. Sharon Connors motioned to adjourn at 7:52 p.m. Mari-Ann Oliveira seconded the motion. The vote was unanimous and the meeting adjourned at 7:52 p.m.

Board of Library Trustees

Minutes of the May 15, 2013

- 1) **Call to Order** –Vice-Chair Sharon Connors called the meeting to order at 6:00 p.m. The other trustees attending were Ann Caldwell, Sharon Connors, Deborah Bostian, Richard Perry and Mari-Ann Oliveira. Library Director Peter Fuller and Associate Director Cyndee Marcoux were also present. Trustee Cheryl Faria arrived at 6:50 p.m. Trustee Chair Michael Durkay arrived at 6:07 p.m. and took over the meeting.
- 2) **Minutes** – Deborah Bostian made a motion to accept the minutes of April 24, 2013 meeting as written. Ann Caldwell seconded this motion. The motion passed unanimously.
- 3) **Mail** – There were two pieces of correspondence for review. The first was a letter from Building Commissioner Mary McNeil regarding the zoning interpretation for uses at the Seekonk Library, Seekonk Meadows and the proposed site for the Seekonk Veterans Memorial. The second piece of correspondence was a first time request to use the meeting room by a non-profit group, Community Care Services Inc. Intensive Foster Care & Adoption Program. The group was approved to use the room unanimously.
- 4) **Old Business** –
 - (a) Discussion: guidelines for naming opportunities – The Trustees decided to use Sample Policy 1 as the first draft. They will also seek recommendations from the Friends of the Library and the Library Trust. In particular, they want to know if they feel that a naming policy would conflict with their fundraising efforts. Alternatively, do they feel it assist them in future fundraising efforts.
 - (b) Report: Meadows Committee – A discussion took place regarding the mission of the Meadows Committee. The consensus was that the relationship between the library and the Meadows required clarification. Further discussion will be needed to develop clear guidelines and expectations.
 - (c) Report: Capital Improvements Committee & Town Meeting warrant article – After much discussion the Trustees agreed to support the Capital Improvement Committee’s warrant article to repair the library’s downspouts.
 - (d) Report: FY14 Budget – The Finance Committee has not yet made their budget recommendations therefore no discussion of the budget is warranted at this time.
 - (e) Discussion: Strategic Planning Committee recommendations – Trustee Caldwell made a motion to accept Draft #4 of the Long Range Plan as written. Trustee Connors seconded the motion. The motion passed unanimously.
 - (f) Discussion: Moving forward with a library renovation – Tabled due to time constraints.

(g) Discussion: Director's evaluation form – The Trustees will review the evaluation form given to them by the Director. They will meet the first week of June to discuss the evaluation.

5) **New Business –**

6) **Policy Reviews –** Meeting Room Policy- No changes recommended. Tabled due to time constraints.

7) Other items that could not be reasonably anticipated forty-eight hours in advance of the meeting by the Chairman.

8) **Director's Report –**There were no questions.

9) **Trustee Comments and Questions –** None

10) **Certification of Bills**

11) **Next Meeting and Adjournment –** The next meeting was set for June 19, 2013. Ann Caldwell motioned to adjourn at 8:06 p.m. Deborah Bostian seconded the motion. The vote was unanimous and the meeting adjourned at 8:06 p.m.

Seekonk Public Library
Board of Library Trustees
Minutes of the June 3, 2013

- 1) **Call to Order** –Chair Michael Durkay called the meeting to order at 6:04 p.m. The other trustees attending were Ann Caldwell, Cheryl Faria, Sharon Connors, Deborah Bostian, Richard Perry and Mari-Ann Oliveira. Library Director Peter Fuller and Associate Director Cyndee Marcoux were also present.

- 2) **Veteran’s Memorial Update** – Discussion of the letter to the Veteran’s Memorial Committee written by Trustee Chair Michael Durkay took place. A copy of the letter will be sent to Town Administrator Pam Nolan. The letter states that the Board of Library Trustees (BOLT) agree with the Building Inspector’s contention that they are responsible for the land. The BOLT cannot approve the Veteran’s Memorial Committee request in its current form. The BOLT will not petition the Zoning Board of Appeals for a special permit to build the memorial. The BOLT will also send a letter to the Building Inspector agreeing with her decision and informing her that the BOLT do not intend to apply for a special permit and they do not give approval for Mr. Kinneburg to appear before the Zoning Board of Appeals to appeal the decision. Chair Durkay will do this as soon as possible.

- 3) **Trustees Vision for the Meadows** – Former Library Director Sharon St. Hilaire drove the Meadows project because she believed it would unify the community and become a town center. The Trustees bought into Sharon’s vision but did not understand at the time all it would entail. The Meadows is a functioning space with parking, signage, etc. Trustee Durkay asked if the board saw the Meadows as a stand-alone entity or as an extension of the library. Trustee Bostian asked Trustee Faria what the Meadows Committee’s vision was.

Trustee Durkay asked Peter what his vision of the Meadows was. Peter feels the Meadows is a venue connected to the library. The Meadows is a venue for library events and could potentially be a venue for joint programming. He stated that the space needs to be administered either by a director, the Board of Library Trustees or the Meadows Committee. He also stated that library policies were not transferrable because the rules are different. The Meadows has a different mission than the library. The two organizations are compatible but different. Peter feels it will be to everyone’s advantage to have a consistent purpose. He will do whatever is decided.

Cheryl stated that the Meadows Committee has one more year of work. The tasks left to complete are as follows:

- Planting rose bushes along fence
- Installing an irrigation system
- Developing policies
- Finish the donor sign

- Create a budget for the future

Cheryl stated that other groups request use of the Meadows through the Meadows Committee. She asked who should be responsible for other events held at the Meadows. Peter said that as it stands now it is library staff responsibility to administer. Cheryl asked if there should be an event attendant that would be reimbursed from fees collected.

The BOLT need to develop a common solution – minimize the efforts of the sub-committee, of library administrators and library staff. Everyone present feels it is important to keep the venue as a passive recreation area that may be used by the library and public.

The following is from my notes but not in context:

- Conclusion on how to structure this
- Need to move on to next phase
- Interim phase has caused friction and gotten out of hand
- Maybe it does need a part-time administrator or grant writer to administer the space
- Need to encourage use of the Meadows
- Should have as many events as possible
- Charging money to cover cost from for profit groups
- Free for Town organization

DPW will pick up the trash until a solution is found. Ask DPW who administers the contract for trash pick-up and if they could get a rate to have the Meadows trash picked up.

Peter reminded everyone that the Town Meeting is Monday, June 10, 7 P.M. at the high school. Peter distributed the plans drawn by architect Kate Larkin. I was decided that Peter would present the Trustee award at Senior Class Night.

The meeting went into executive session at 7:47 P.M.

Board of Library Trustees

Minutes of the June 19, 2013

- 1) **Call to Order** –Chair Michael Durkay called the meeting to order at 6:03 p.m. The other trustees attending were Ann Caldwell, Cheryl Faria, Sharon Connors, Deborah Bostian, Mari-Ann Oliveira. Library Director Peter Fuller and Associate Director Cyndee Marcoux were also present. Trustee Richard Perry was absent
- 2) **Minutes** – Trustee Connors made a motion to accept the minutes of May 15, 2013 and June 3, 2013 meetings as written. Trustee Oliveira seconded this motion. The motion passed unanimously.
- 3) **Mail** – Meeting Room request from The Center for Women & Enterprise (CWE). CWE is a regional economic development organization in New England that specializes in training and assisting women entrepreneurs. Their mission is to empower women to become financially self-sufficient and to prosper through business and entrepreneurship. They will hold two free workshops open to the public. The request was approved.

A letter from resident Kathy Kahn regarding the collection of trash at the Meadows was discussed. This situation should be resolved now that DPW will be collecting the trash and recycling on a regular basis.

An anonymous complaint regarding the state of the library's landscaping was left in the library's suggestion box. The patron felt that the library's landscape has declined since the opening of the Meadows. Trustee Bostian commented that she has also noticed that the landscaping is not being kept up lately. Trustee Durkay asked Peter to contact DPW Superintendent Bob Lamereaux to request that the mowing the lawn and trimming the shrubs be done on a regular basis. Peter stated that DPW does do this on a regular basis but that inclement weather can delay this. He also stated that weeding and Spring/Fall cleanup is usually handled in an Ad Hoc manner. It was suggested that volunteers be recruited for weeding the flowerbeds.

- 4) **Old Business** –
 - a. Veteran's Memorial and Selectmen meeting June 12, 2013. Trustee Durkay gave an overview of this meeting. He stated that Selectmen Almeida was wrong to sign Mr. Kinniburg's request. The Board of Selectmen stated that Selectmen Almeida did not have the authority to sign for the entire Board of Selectmen. Therefore, the permission for the Veteran's Memorial Committee (VMC) to appeal to the Zoning Board was revoked. The Board of Selectmen further stated that the Board of Library Trustees are responsible for the parcel of land in question. During the meeting members of the VMC repeatedly stated at the Board of Selectmen's meeting that the Board of Library Trustees were refusing to allow the Veteran's Memorial to be built on this land because they use it for overflow parking of 7 cars 4 or 5 times a year. After the meeting, Town

Administrator Pam Nolan told Trustee Durkay that she would like to see the Veteran's Memorial on the site of the old Police Association building. There are several problems with this idea, it would be very expensive to demolish the existing building, there would not be any handicap access to the area and two of the Selectmen want to keep this building for other uses. Trustee Durkay stated that he received an email late this afternoon from Mr. Kinniburg (??) requesting a joint meeting of the Veteran's Memorial Committee and the Board of Library Trustees. Trustee Bostian asked what the purpose of this meeting would be. After discussing this request the trustees do not see the merit in a joint meeting. It was decided that Trustee Durkay will draft a letter to the Veteran's Memorial Committee. He will send this letter to the trustees for their review before sending it to the committee. In this letter he will suggest the Middle School as an alternate site.

- b. Report of the Seekonk Meadows Management Committee – Trustee Faria reported that the Second Annual Summer Opening Celebration will be this Sunday, June 23rd. She also reported that she had a very productive meeting with Peter and Cyndee last week. The Meadows committee updated their Mission and Vision at their last meeting. The gardeners planted new plants and added mulch to the library's flower beds. Finally, she asked the trustees to reappoint Meadows committee member Rob Emlen. Trustee Bostian motioned to reappoint Rob Emlen to the Meadows committee, Trustee Faria seconded the motion. The motion passed unanimously.
- c. Naming guidelines – Trustee Durkay asked the trustees to review the draft naming policy and make changes/recommendations over the next two months. They will review changes and recommendations at the August meeting. Cyndee will email the word document to the trustees.
- d. Meadows and Library (Follow-up to previous meeting) – Already discussed above.
- e. Long-range Plan & moving forward with a library renovation – Peter recommended that the library not move forward with a renovation project. After discussing the issues the trustees want to keep the option open for the time being. They will discuss this again at the August meeting.

5) New Business –

- a. Moving the Recreation Department to the library – The trustees discussed Peter's recommendations regarding this issue. It was decided to wait to hear back from Pam Nolan.
- b. Repairs to the library downspouts with funding allocated at Town Meeting. The board discussed the Board of Selectmen's decision to change the warrant article to read that

the Board of Selectmen not the Board of Library Trustees would be in charge of the project. Trustee Durkay questions the legality of this decision. He will send Town Administrator Pam Nolan a letter asking if she has found out from Town Counsel if the vote was legal. Especially considering the 2010 Town Meeting warrant article that gave the Board of Library Trustees control the library building and grounds.

- c. Yearly review of Loan Periods and Fees & fines – Trustee Connors motioned that the Board set the fees and fines as suggested. Trustee Oliveira seconded the motion. The motion passed unanimously.
 - d. Smart Pay Program – Peter distributed the SmartPay program information. The trustees expressed concern regarding the cost of this program but ultimately decided to move forward with the free trial in September.
- 6) **Policy Reviews** – Disposal of Surplus Property Policy – Trustee Connors motioned that the Board of Library Trustees authorize the library staff to dispose of any surplus library property according to the library's *Disposal of Surplus Property Policy* and procedures established by the library director during fiscal year 2014 (July 1, 2013 to June 30, 2014). Trustee Oliveira seconded the motion. The motion passed unanimously.

Acceptance of Gifts Policy (no changes recommended)

- 7) **Director's Report** – Peter asked if the trustees had any questions or comments on his report. There were no comments.
- 8) **Trustee Comments and Questions** – None
- 9) **Certification of Bills**
- 10) **Next Meeting and Adjournment** – The next meeting was set for August 21, 2013. Trustee Bostian motioned to adjourn at 8:05 p.m. Trustee Oliveira seconded the motion. The vote was unanimous and the meeting adjourned at 8:05p.m.

Board of Library Trustees

Minutes of the August 21, 2013

- 1) **Call to Order** –Chair Michael Durkay called the meeting to order at 6:02 p.m. All trustees were present - Ann Caldwell, Cheryl Faria, Sharon Connors, Deborah Bostian, Mari-Ann Oliveira, Richard Perry. Library Director Peter Fuller and Associate Director Cyndee Marcoux were also present.
- 2) Chair Durkay asked that the board dispense with the normal order of business and move directly item 5 a to the top of the agenda, in deference to the many people in attendance to address this item. The board agreed unanimously.

Steven Arruda, Vice Co-Chair of the Veteran’s Memorial Committee, Seth Bai, Veteran’s Service Officer for the Town of Seekonk and Mark Drapeau, architect of the Veteran’s Memorial were designated speakers for the Veteran’s Memorial Committee.

Mr. Arruda read a statement that the committee was adamant to put this memorial at the library. He stated that they have modified the plans to get this thing to fit at the library. The previous design was 60’ x 80’, the new design is now 56’ x 70’. The committee staked out the proposed site so that the trustees could see exactly where they would like the memorial and the size of it. Everyone went out to the site to inspect it. There was some concern regarding the layout of the curb and Trustee Perry expressed concern about having two entrances so close together.

The trustees asked the committee the following questions:

1. Will the committee keep adding to the monument after it is built – No current plans but there are locations within the current footprint for future growth. The trustees stated that they believe that any future changes would again need to be approved by the zoning board.

2. How much will it cost and what are the plans for fundraising – No fundraising has been done yet because they don’t have a site for the project. They were not sure of the size of the memorial so they have not been able to cost it out.

3. How long to they anticipate the project to take – Eighteen months from start to finish, this includes fundraising. The estimated cost of the design as it is now would be \$150,000 - \$200,000.

4. How much of the library’s parking lot would they use during construction – They do not anticipate using any. At this point Mr. Arruda asked how many Seekonk residents use the library and how many people visit the library daily? Peter stated that the library has 5,600 active borrowers that are Seekonk residents and approximately 400 people a day visit the library.

5. After the memorial is built who will take care of it – the veteran’s budget will have a perpetual care budget for maintenance and upkeep of the site.

6. Will there be lighting at the site – yes the lights will be on all night illuminating the flag. This is a law that flags must be lighted all night long.

7. How many existing monuments would be moved to this site – Definitely the two at town hall not sure if any others would be moved.

Chair Durkay opened the floor for members of the audience to speak on this issue. The following comments were made:

James F. Robbins – I have lived in Seekonk since 1976 and I believe this memorial will enhance the town and the library. This country would not be what it is today without the veterans.

Bob Defontes – Do any members of the Board of Library Trustees have veteran's in their family? Yes, several members have veteran's in their families. He also stated that the Town of Seekonk does not have a nice memorial and it is time that it did.

Robert McClintock – The design for this monument is the finest he has ever seen and he has seen a lot of them. It is a first class design and will draw people to the library and the meadows.

Christine McKettrick – Would the memorial be able to be placed at the middle school? No because the available land is all leech field.

Other comments: There are 1,400 veteran's in town and 33 lives were lost.
 Relatives of these veteran's should have a place to come to see their relatives names engraved on a memorial.
 All five branches of the service will be represented.
 On Memorial Day a wreath will be laid on the memorial.
 The memorial will be a piece of history placed at the library.
 Everyone in town will be proud to have this memorial.
 The memorial will go hand in hand with the library, I can't think of a more fitting place.

Chair Durkay thanked everyone for coming and explained that the trustees would not be voting on the memorial until their next meeting on September 18, 2013. He explained that the library would be submitting a planning and design grant application to the state in October. The state grant rounds are infrequent and the trustees believe it is in the best interest of the library to pursue a grant at this time. The trustees are trying to consider the needs of the veteran's and the town within the constraints of state requirements for construction projects.

Mr. Defontes asked how long they were going to have to wait to get an answer from the board. The trustees assured him they would make a decision at their September meeting.

At 7:25 the trustees returned to the scheduled agenda.

3) **Minutes** – Trustee Bostian made a motion to accept the minutes of June 19, 2013 meeting as written. Trustee Faria seconded this motion. Trustee Perry abstained as he was not present at this meeting. The motion passed.

4) **Mail** – There was no mail or meeting room requests.

5) **Old Business** –

a. Proposed Veteran’s Memorial see above.

b. Report of the Seekonk Meadows Management Committee –

Trustee Faria informed the board that the Summer Opening of the Meadows took place on June 23 and was a success. She also discussed the proposed irrigation system for the Meadows. The lowest bid was \$4,000 and she asked how to proceed. Since the bid was under \$5,000 and she did receive multiple quotes she could accept the lowest quote. The Meadows Committee has already allocated the funds for this project. Therefore, she does not need to seek permission to expend the funds.

There was a brief discussion regarding the \$25 fee for electricity use at the Meadows. At present checks would be made payable to the Library Trust. Since the town is subsidizing the cost of electricity any fees received for electricity should be made payable to the Town of Seekonk. Trustee Faria will change the language in their policy.

c. Discussion Revised Action Plan for FY2014 – Due to time constraints this item will be discussed next month.

d. Review: Letter of intent to MBLC to apply for building planning grant. The Board of Selectman does not have to give approval to submit the Letter of Intent. However, their approval would be needed to submit the grant application. The board of selectman will be informed of the process and will be kept in the loop.

i) Discussion - obtaining matching funds for the grant. A 25% match of the state funds is required. A request for \$25,000 would need to be on the November warrant. Peter distributed a list of new library’s for the trustees to review in anticipation of future site visits.

e. Report: update on the library innovation center – Cyndee informed the trustees that she has begun to purchase the equipment for the innovation center. The 3D printer will take 10 weeks to arrive. Peter updated them on the proposed space design.

6) **New Business** –

a. Request: closing the library from 10:00 to 12:00 for staff training* – Trustee Bostian motioned that the library will open at 12:00 PM on August 28th to allow for staff training

on the new phone system. The motion was seconded by Trustee Caldwell. The motion passed unanimously.

- b. Discussion: trustee's planning calendar for FY2014 – Moved to next month.
 - c. Discussion: ARIS Report (FY2013 statistical report for MBLC) and use of ARIS data – Moved to next month.
 - d. Discussion: Staffing and training issues – Cyndee gave a brief overview of proposed changes to circulation and reference desk and the changes this will mean for staff. The library will be implementing more cross-training and some aspects of the "San Jose Way".
- 7) **Policy Reviews –**
a) Discussion: proposed changes in the Policy on Soliciting – The proposed changes to the soliciting policy were reviewed. Trustee Bostian made a motion to accept the revised Soliciting Policy. Trustee Connors seconded the motion. The motion passed unanimously. Peter informed the trustees that all of the library's policies have been submitted to the town.
- 8) **Director's Report** –There were no comments.
- 9) **Trustee Comments and Questions** – None
- 10) **Certification of Bills**
- 11) **Next Meeting and Adjournment** – The next meeting was set for September 18, 2013. Trustee Perry motioned to adjourn at 8:25 p.m. Trustee Oliveira seconded the motion. The vote was unanimous and the meeting adjourned at 8:25p.m.

Board of Library Trustees

Minutes of the September 25, 2013

- 1) **Call to Order** –Chair Michael Durkay called the meeting to order at 5:58 p.m. Trustees present - Ann Caldwell, Sharon Connors, Deborah Bostian, Mari-Ann Oliveira, Richard Perry. Library Director Peter Fuller and Associate Director Cyndee Marcoux were also present. Absent - Cheryl Faria
- 2) **Minutes** – Trustee Caldwell made a motion to accept the minutes of August 21, 2013 meeting with the following change: dimensions of revised veteran’s memorial from 34’ x 60’ to 56’ x 70’. Trustee Bostian seconded this motion. The motion passed unanimously.
- 3) **Mail** – A request to use the meeting room by Euclid Group to hold a Social Security planning seminar. They have read the library’s business use of the meeting room and have agreed to pay the \$250 fee. The Trustees approved this request.

4) **Old Business** –

- a. Discussion: proposed Veteran’s Memorial – Trustee Perry read a letter he had written expressing his feelings about the proposed Veteran’s Memorial. He then made the following motion:
To deny the Veteran’s Memorial Committee the use of the land next to the library until such time as we know the results of the building grant. The motion was seconded by Trustee Bostian.

Trustee Connors would like to see the Board try to leave the door open for possible use of the land by Veteran’s Memorial Committee. The Board wants the library to be more than books, and central to the community. Therefore, they should work collaboratively with the Veteran’s Committee and put the ball back in their court.

Trustee Bostian informed the Board she discovered that the land at the Middle School (to the left of school near the farm) does not have a septic system underground therefore, could potentially be a site for the Memorial. She also stated that it is her duty to put the library first. She also fears that the Veteran’s Committee will start digging and then they will leave the site half done because they don’t have the money to finish the job.

Trustee Oliveira is concerned that a yes even with contingency’s would mean that the Board of Library Trustees would lose control of the land.

The Board of Library Commissioners building consultant has stated twice that any submitted grant request that does not include all available land would not be looked at favorably.

Trustee Perry stated that the seven members of the Board of Library Trustees have to remember they are obligated to put the library first.

Comments from audience:

The library can't grow if they give this space to the Veteran's Committee.

It is easier to reverse a no if circumstances change to a yes.

There is too much up in the air right now to make a decision.

It should be incumbent on the Veteran's Committee to come up with alternative sites.

Trustee Bostian removed her second of the motion made by Trustee Perry. Trustee Perry removed his motion.

Trustee Bostian motioned: To delay consideration of the Veteran's Memorial Committee's request to submit a special request to the Zoning Board of Appeals for use of a portion of the land included in parcel 61 until the report of the library's facilities committee, which will be formed after Town Meeting appropriation of funds, is complete. Trustee Caldwell seconded the motion. The motion passed unanimously.

- b. Report of the Seekonk Meadows Management Committee – No report.
- c. Discussion: revised Action Plan for FY2014 – Peter reviewed a small portion of the Action Plan. He distributed the library programs listed in the Action Plan with the Objective and Outcome each program meets, the frequency, the audience and the department producing the program.
- d. Discussion: planning grant application and source for matching funds – The Board feels that the matching funds in the amount of \$25,000 should come from the Town. Therefore, it needs to get on the warrant for the November Town Meeting. Peter distributed copies of two articles, the first asking for the \$25,000 and the second to authorize the Town Moderator to appoint a Library Facilities Committee consisting of seven Seekonk residents... The warrant closes October 1 at 4 PM. This means the Trustees would need to petition the articles onto the warrant. A letter will be sent to the Board of Selectman explaining that the Trustees ideally would like them to put the two articles on the warrant but if they are unable to do so the Trustees are prepared to petition the article. Trustee Bostian motioned that the Board of Library Trustees request the Board of Selectmen add the two warrant articles as submitted to the November Town Meeting warrant and or to petition the articles onto the warrant. Trustee Caldwell seconded the motion. The motion passed unanimously.

- e. Report: update on the library innovation center – Cyndee distributed copies of the Innovation Center design and then the trustees toured the area. Peter explained some of the other changes that will be taking place in the near future.

5) **New Business –**

- a. Discussion: re-locating public service desks – Peter gave a brief overview of the proposed changes and explained that he may need to submit a request for LIG/MEG funds to make these changes. He is waiting for a quote from Creative Office Concepts. He should have the quote for the October meeting.

6) **Policy Reviews –**

- a) Ethics Policy (No changes are recommended.)
 - b) Homebound Delivery Policy (No changes are recommended.)
- The Trustees agreed that no changes were needed to these policies.

- 7) Other items that could not be reasonably anticipated forty-eight hours in advance of the meeting by the Chairman

- 8) **Director’s Report** –There were no comments.

- 9) **Trustee Comments and Questions** – None

10) **Certification of Bills**

- 11) **Next Meeting and Adjournment** – The next meeting was set for October 16, 2013. Trustee Perry motioned to adjourn at 8:00 p.m. Trustee Oliveira seconded the motion. The vote was unanimous and the meeting adjourned at 8:00 p.m.

Board of Library Trustees

Minutes of the October 16, 2013

- 1) **Call to Order** –Chair Michael Durkay called the meeting to order at 6:05 p.m. Trustees present -, Sharon Connors, Deborah Bostian, Richard Perry. Associate Director Cyndee Marcoux was also present. Trustee Faria arrived at 6:20 p.m. and Library Director Peter Fuller arrived at 6:55 p.m. Absent - Ann Caldwell, Mari-Ann Oliveira
- 2) **Minutes** – Trustee Bostian made a motion to accept the minutes of September 25, 2013 meeting. Trustee Connors seconded this motion. The motion passed unanimously.
- 3) **Mail** – The Ten Mile River Watershed Council requested to use the meeting room for their Board of Directors meetings. They would like the following dates on 1/16/2014, 3/20/2014, 5/15/2014 and 9/4/2014. The Trustees approved this request. The Mass Audubon’s Oak Knoll Wildlife Sanctuary in Attleboro requested use of the room on November 2, 2013 2 p.m. – 3 p.m. to hold a free public program entitled “Discovering the Nature of Seekonk”. This request was also approved.
- 4) **Old Business** –
 - a. Discussion: Follow-up on veteran’s memorial & strategy session on Saturday, October 19 – A proposed agenda was distributed. This effort will be led and carried out by library supporters in the community. Approximately 40 people have been invited to the session. The purpose is to inform them of the situation so that everyone has the same message. Library staff and other public resources may not be used to influence the outcome of a vote, but library employees are free to participate on their own time. motion. The motion passed unanimously.
 - b. Report of the Seekonk Meadows Management Committee – Trustee Faria informed the board that the last gardening session of the season was held October 15th. She asked the Board what roles they saw the Committee taking on going forward. Trustee Durkay asked her what is doing presently. Trustee Faria stated that once the irrigation system is complete she believes the Committee will be maintaining the gardens, planning the annual summer opening, if the Board still wants this event to take place and vetting requests to use the Meadows. A discussion regarding the size of the Committee also took place. After reviewing the initial request to form the Committee it was determined the Board of Library Trustees had the authority to determine the size of the Committee. Trustee Faria suggested that three members would be sufficient now that most of the work has been done. The Board agreed that the Committee’s role would be to maintain the gardens; vet requests for use then bring them to the Board for approval and hold the Summer Opening event. The Summer Opening event will be scaled back and only held from 4 p.m. – 6 p.m. next year.

- c. Report & Discussion: Innovation Center – Cyndee informed the Board that the furniture/walls has been ordered from Creative Office Environments. In addition, carpeting has also been ordered from New Bedford Flooring Company. The anticipated opening date is approximately January 2014.
- d. Report & Discussion: Status of library warrant articles – Peter informed the Board that both articles are under review by Town Counsel. He mentioned that it might be proposed that the \$25,000 be conditional on the library getting the grant.
- e. Report & Discussion: Building Planning Grant – Peter is currently gathering the information needed to complete the grant.
- f. Report & Discussion: LIG/MEG funding for changing public service desks – Cyndee distributed the draft design by Creative Office Pavilion and informed the Board that because we have not received a quote yet we are asking the Board to approve LIG/MEG funds not to exceed \$5,000 for this project. The Trustees requested to go look at the area in the library to get a better idea of the changes. Trustee Connors is concerned with the design if the sitting area is relocated to the area of the current circulation desk that staff using the doorway would interfere with patrons trying to quietly read. She also felt that moving the circulation desk to the proposed area would create a bottleneck of patrons trying to check out at the entrance to the library. Other concerns were the lack of space for self-checkout and the entrance in the middle of the desk. Cyndee informed them that the entrance in the middle is a result of staff request and convenience. The opening in the middle would allow staff to easily come out from behind the desk to assist patrons. There should be more room at the self-check stations. Finally, with only one staff member behind the desk would there be times when a patron would come up to an empty desk. Cyndee informed them that someone would be at the desk at all times. Another staff member would be floating in the area to assist patrons with self-check, readers advisory and other issues. Trustee Bostian made a motion to approve using LIG/MEG funds not to exceed \$5,000 for the redesign of the circulation desk. Trustee Perry seconded the motion. The motion passed unanimously.

5) New Business –

- a. Report & Discussion: FY 2015 Action Plan – Peter will have this ready for their review at the next meeting. He informed the Board that the Youth Services department is doing an excellent job of integrating the Long Range Plan into their day-to-day activities. They are also doing a good job of keeping and tracking the numbers in attendance at each event.

- b. Report & Discussion: FY2015 Operating Budget – Peter informed the Board that the Board of Selectmen wants the budget submitted to the acting Town Administrator by the early December. Therefore, he have it ready for the Board to review at the November meeting.

6) **Policy Reviews –**

- a. Review: Internet Social Networking Policy (No changes recommended)
- b. Report & Discussion: Acceptable Use Policy for Staff – Peter informed the Board that initially the library wanted to create their own policy. However, after reviewing the Town’s policy he feels it would be acceptable for library staff. He will have them sign these and submit them to the Town Administrator’s office.

- 7) Other items that could not be reasonably anticipated forty-eight hours in advance of the meeting by the Chairman

- 8) **Director’s Report** –There were no comments.

- 9) **Trustee Comments and Questions** – Trustee Bostian asked for the date of the Town Meeting. It will be on Monday, November, 18 at 7 p.m.

10) **Certification of Bills**

- 11) **Next Meeting and Adjournment** – The next meeting is November 20, 2013. Trustee Perry motioned to adjourn at 7:31 p.m. Trustee Bostian seconded the motion. The vote was unanimous and the meeting adjourned at 7:31 p.m.

Board of Library Trustees

Minutes of the November 16, 2013

1) **Call to Order** –Chair Michael Durkay called the meeting to order at 11:07 a.m. Trustees present -, Sharon Connors, Cheryl Faria, Mari Ann Oliveira, Richard Perry. Library Director Peter Fuller and Associate Director Cyndee Marcoux were also present. Absent - Ann Caldwell, Deborah Bostian.

2) **Old Business** –

Library Director Peter Fuller recommended that the Board of Library Trustees give the Veteran’s Memorial Committee permission to build the memorial provided the Board of Library Trustees have final approval of any changes recommended by the Zoning Board of Appeals.

a. Discussion: Veteran’s Memorial Committee – After discussing several options the following motion was made. Trustee Connors moved to authorize the Veteran’s Memorial Committee to request a special permit from the Zoning Board of Appeals to move forward with the revised Memorial Plan. The motion was seconded by Trustee Oliveira. The motion passed unanimously 5 – 0 with 2 trustees absent.

3) **Next Meeting and Adjournment** – The next meeting is November 20, 2013. Trustee Perry motioned to adjourn at 12:50 p.m. Trustee Connors seconded the motion. The vote was unanimous and the meeting adjourned at 12:50 p.m.

Board of Library Trustees

Minutes of the November 20, 2013

- 1) **Call to Order** –Chair Michael Durkay called the meeting to order at 6:05 p.m. Trustees present - Sharon Connors, Cheryl Faria, Mari Ann Oliveira, Ann Caldwell, Richard Perry. Library Director Peter Fuller, Associate Director Cyndee Marcoux and Cynthia Corbett were also present. Absent - Deborah Bostian.
- 2) **Minutes** – Trustee Oliveira made a motion to accept the minutes of October 16, 2013 and the November 16, 2013 meetings. Trustee Connors seconded this motion. The motion passed unanimously.
- 3) **Mail** – Expressions, a group of local artists requested to use the meeting room monthly to meet, socialize and practice their crafts. The request was approved.
- 4) **Old Business** –
 - a. Discussion: Follow-up to Town Meeting – Peter explained the effort it took behind the scenes to get library supports to attend Town Meeting. Staff worked on compiling mailing lists, email lists, library users by phone number, etc. Library staff and members of the Friends learned quite a bit from this campaign to get out the vote. This knowledge will be extremely helpful, since we may need to do this again as the building program moves forward.
 - b. Report & Discussion: Meadows Management Committee – Trustee Faria asked Peter for a report of the planning meeting he attended at Town Hall today. The meeting consisted of Peter, John Hanson, Gary Sagar, Don Kinniburgh, Bob McClintock, Dave Cabral and Seth Bai. Zoning is most concerned with parking, traffic flow, setbacks and accessibility. The Planning Board does not have a formula for the number of parking spaces needed for public buildings. Everyone agreed that the parking spaces be eliminated from the proposed plan and that three handicap parking spaces be added. These spaces would be located in the bottom left corner of the parking lot, where the collection bins are currently located. Dave Cabral will make changes to the design CAD drawing and send them to Peter. There is also concern about overflow parking for the Meadows. The DEP did agree that parking could be added on the land behind the library. They recommended that Geoblocks porous pavement systems be used. Gary Sagar and Bob McClintock believe that the Town could find a way to pay for the Geoblock system. The group will meet again in two weeks to review the revised drawing. The Town will consider ways to pay for the overflow parking lot. Trustee Faria asked what the Meadows Management Committee’s role is in the ZBA meeting. She also asked for a copy of the request to the ZBA. The committees presence would be appreciated but the request was submitted by the Board of Library Trustees. Trustee

Oliveira asked if the Veteran's Memorial Committee needed to have proof of funding before they move forward. Peter suggests that they build the site in stages as the money is raised.

- c. Report & Discussion: Innovation Center – The carpeting and the movable walls have been installed. Dave Miller needs to connect the electricity before we can start moving items into the room. Grand Opening of the space is still projected for early January 2014. Although we have been calling the space the Innovation Center we are currently discussing other possible names for the space. The Trustees suggested having a naming of the space contest with a prize for the winning entry. Peter believes that the members of the Library Trust think the Innovation Center would be named for Sharon St. Hilaire. Due to the recently approved naming policy this is not possible. He suggests that a plaque be purchased and placed in the Innovation Center. The plaque could say “This space was inspired by Sharon St. Hilaire... He also suggested putting some of Sharon's artwork in the room.
- d. Report & Discussion: Building Planning Grant – The application for the Planning & Design Grant is due Thursday, January 16, 2014 by 4:00 PM.
- e. Report & Discussion: Changes public service desks – Plans to move the Circulation desk have been put on hold for the time being. However, we are hoping to reconfigure the desk to create a lower counter for the self-check stations. We still plan to move the reference desk closer to the Innovation Center.

5) New Business –

- a. Discussion & Approval: FY 2015 Action Plan – Peter explained the new format is required by the MBLC. He reviewed the plan and pointed out that some of the targets will be carried out over the length of the plan. Library staff did try to establish annual targets. Trustee Perry made a motion to accept the FY15 Action Plan. Trustee Caldwell seconded this motion. The motion passed unanimously. Peter will submit the FY15 Action Plan to the MBLC.
- b. Report & Discussion: FY2015 Operating Budget – Peter informed the Board that the Board of Selectmen wants every department to submit a level funded budget. He stated that the library would still meet the MBLC's Minimum Appropriation Requirement with a level funded budget. The only potential problem he sees is if the library's employee Union negotiates any raises and does not allocate the money needed to cover the raises. He would also like to submit a level services budget. Since the Trustees do not meet again until after December 15th he will submit the budget to the Finance Committee with the usual caveats (that it is pending approval from the Trustees).

6) **Policy Reviews – None**

7) Other items that could not be reasonably anticipated forty-eight hours in advance of the meeting by the Chairman

- a) Peter explained to the Trustees that the public copier company wants to raise the cost per copy to .25 from .15 because they are not making any money. The current copier is very old and patrons have problems with it almost daily. In addition the company is slow to respond to these service calls. For these reasons he would like the Trustees permission to allow the increase until the end of the year. In the meantime the library is investigating other options for public copiers. The Trustees agreed with this request.

8) **Director's Report** –Peter will email his report.

9) **Trustee Comments and Questions** – None

10) **Certification of Bills**

11) **Next Meeting and Adjournment** – The next meeting is December 18, 2013. Trustee Connors motioned to adjourn at 7:30 p.m. Trustee Caldwell seconded the motion. The vote was unanimous and the meeting adjourned at 7:30 p.m.

Board of Library Trustees

Minutes of the December 18, 2013

- 1) **Call to Order** –Vice-Chair Sharon Connors called the meeting to order at 6:08 p.m. Trustees present - Cheryl Faria, Mari Ann Oliveira, Deborah Bostian. Library Director Peter Fuller, Associate Director Cyndee Marcoux. Absent – Ann Caldwell and Richard Perry. Chair Michael Durkay arrived at 6:12 p.m.
- 2) **Minutes** – Trustee Faria made a motion to accept the minutes of November 20, 2013 meeting. Trustee Connors seconded this motion. The motion passed unanimously.
- 3) **Mail** – Associate Director’s resignation, letter from the MBLC acknowledging that the library has been recertified and the first installment of \$10,415.08 (LIG \$3,264.58, MEG \$1,768.07, and NRC \$5,382.43).
- 4) **Old Business** –
 - a. Report & Discussion: Meadows and Veteran’s Memorial appeal to the ZBA – The ZBA approved the special permit for the Meadows. The request by the Veteran’s Memorial Committee (VMC)was also approved. Chair Michael Durkay complimented Trustees Connors and Perry for their hard work on the Veteran’s sub-committee. Trustee Connors stated that she and Trustee Perry will continue to meet with this group and will continue to make it clear that the Board of Library Trustees must be at any meetings regarding the Veteran’s Memorial and that any plans must be approved and signed by the Board of Library Trustees. The VMC will be going before the Planning Board on January 16, 2014. The Zoning Board speaks only to the use of the parcel of land. The Planning Board actually reviews and approves all plans. The new Chair of the VMC is Steven Arruda and the Vice-Chair is David Viera. The VMC would like to put up a temporary sign at the site “Future site of the Veteran’s Memorial”. The VMC also needs to apply for a 501c3 status. Another potential issue with the proposed Veteran’s Memorial is that the DEP approved the site to be used as a playground. The VMC would need to petition the DEP to approve a “Change of Use.”
 - b. Discussion: Library’s FY2015 budget request – Peter distributed copies of the proposed FY2015 budget. He explained that all departments were instructed to submit a level funded budget based on 0%. The budget he is submitting is \$4,625 more than last year. The Union contract expires June 2014. This budget would not include any negotiated changes. Trustee Connors motioned to accept the FY2015 budget as prepared but adding a 2% increase to the Library Director’s salary. Trustee Oliveira seconded the motion. The motion passed unanimously.

- c. Discussion: Director's evaluation for FY2013 and pay rate - Chair Durkay pointed out that he still needed to do the director's review and submit his pay raise to the town. He will have it completed for the next meeting. The trustees asked the director to add a 2% increase to his salary to the FY2015 budget. Trustee Connors motioned to add a 2% pay increase to the Library Director's salary to the FY2015 budget. Trustee Faria seconded the motion. The motion passed unanimously.

5) **New Business –**

- a. Discussion : Filling the Associate Director's position - & Approval: FY 2015 Action Plan – Peter made a suggestion for a possible replacement to this position. A discussion of possible internal candidates took place. A discussion took place whether to post the position internally or not. There was some debate about this and that it may be wise to post externally to seek the best qualified candidates. No decision was made at this time.

- 6) **Policy Reviews – Revised Customer Service Policy –** Cyndee discussed the proposed changes to the Customer Service Policy the main change is to put the emphasis on Customer Experience instead of Service. Trustee Connors motioned to accept the new Customer Experience Policy as written. Trustee Faria seconded the motion. The motion passed unanimously.

- 7) Other items that could not be reasonably anticipated forty-eight hours in advance of the meeting by the Chairman

- a) Peter reported that the Customer Service Team would like to prepare and hold a training session for Friday, February 28, 2014. The library would open at 12 p.m. Trustee Oliveira motioned to approve the library opening at 12 p.m. on Friday, February 28, 2014. Trustee Bostian seconded the motion. The motion passed unanimously.
- b) Peter suggested that the Trustees may want to do an exit interview of the Associate Director. He stated that he would leave the room if they would like to do it now. They agreed and suggested they finish the agenda first.

- 8) **Director's Report –** The director asked if anyone had any questions about his report. There were none.

- 9) **Trustee Comments and Questions –** None

- 10) **Certification of Bills**

- 11) **Exit Interview of Associate Director –** Move to executive session for exit interview of Associate Director.

12) **Next Meeting and Adjournment** – The next meeting is January 15, 2014. Trustee Connors motioned to adjourn at 7:47 p.m. Trustee Faria seconded the motion. The vote was unanimous and the meeting adjourned at 7:47 p.m.