

Board of Library Trustees

Minutes of the February 19, 2014 Meeting

- 1) **Call to Order** –Chair Michael Durkay called the meeting to order at 6:05 p.m. Trustees Ann Caldwell, Sharon Connors, Mari Ann Oliveira, and Richard Perry were present. Director Peter Fuller also attended. Trustee Cheryl Faria Library had previously notified the Board that she would be late, and she arrived at 6:15.
- 2) **Minutes** – Trustee Oliveira made a motion to accept the minutes of the January 18, 2013 meeting. Trustee Caldwell seconded this motion. Trustees Perry and Connors pointed out that they had not attended this meeting and should not vote on acceptance. The chair asked to postpone consideration of the motion until Trustee Faria arrived. Peter note that the minutes showed Cyndee Marcoux attending the meeting but she did not. The body took up consideration of the minutes again when Trustee Faria arrived. The motion to accept with the minor correction noted then passed unanimously.
- 3) **Mail** – Peter distributed copies of the latest *Open Meeting Law Guide* (2013) to the members of the Board. The trustees had been given the 2011 version of this document at their training in 2012. All of the trustees signed the form acknowledging receipt of the document before leaving that evening and the forms were given to Peter.

The Board received a meeting room request from an ad hoc group of Seekonk Citizens who were opposed to the development of recently sold Ledgesmont Country Club. Peter recommended approval, and after the brief discussion Trustee_____ moved to accept and Trustee_____ seconded. The motion to accept then passed unanimously.

4) **Old Business**

- a. Review applications for Associate Director (Decide to continue search or appoint) Peter asked that the Trustees sit as the preliminary review committee to look at the letters and resumes submitted by all nine applicants for the position of Associate Director. There was a brief discussion if the Board should go into executive session. The preliminary review of job applicants may be done in a closed meeting. The consensus was the Board did not need to close the meeting, but that they would treat the applications as confidential. Peter also supplied a copy of the job posting that appeared on the MBLC website and his written comments and recommendations on each candidate. Peter felt that only one or perhaps two of the candidates had the required five to seven years of experience in public library administration. He noted that there were several applicants who appeared to be quite accomplished in the areas of academic, legal and special library work. Peter noted that some of these librarian's knowledge, skills and ability could be applicable in a public library, but he felt that public library services was fundamentally different in many respects. This being a relatively small library, the Associate Director has wide ranging responsibilities and is expected to deal with issues pertaining to all areas of the library's operation. There was a brief discussion about the need to re-advertise the position. Peter noted that the MBLC job listing service is checked by many library job seekers throughout the northeast, and that he did not think re-advertising would bring in a more qualified candidate. A motion was made by Trustee_____and seconded by Trustee_____ to accept the Director's recommendation. Peter expanded upon the reasons for recommending the person he did. In the discussion that followed, Peter noted that it had been his practice in the past to ask the Board

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of Trustees to vote to appoint the person recommended. He said that this was a symbolic way of reaffirming that the Board of Library Trustees was the appointing authority in this case. Cyndee Marcoux was, for example, officially appointed by a vote of the Board. After some further discussion, Trustee Connors noted that much of Peter's recommendation was based on his familiarity with the candidate work both here at Seekonk Public Library and at the large suburban library where the candidate had been employed previously. Trustee Connor suggested that the other candidate were not treated equally because of this familiarity. She recommended that other candidates be interviewed. After a brief discussion, a consensus developed that both candidates that met the advertised qualifications should be interviewed. The Chair asked the trustees who made and seconded the motion if they would be willing to withdraw their motion, and they did. An alternate motion was made to have a trustee and others interview both candidates, which passed unanimously. Trustee Oliveira volunteer to represent the Board of Trustees in the interviews.

- b. Report & Discussion: Town Meeting and events leading up to it. The Special Town Meeting that was scheduled for the previous evening was postponed because of bad weather to Tuesday, June 26. Article 4 on the warrant for this meeting would appropriate \$90,000 to develop additional parking behind the library that would be used as "overflow" parking when large events are held on the Seekonk Meadows or in the library. The library will lose the space it currently uses for overflow parking when the Veterans' Memorial is constructed. This article was debated extensively at the Finance Committee and the Board of Selectmen meetings held the previously week. The Finance Committee voted unanimously to oppose Article 4. The Board of Selectmen voted to recommend that Town Meeting indefinitely postpone consideration of this article. The trustees had a long discussion about how this article came to be on the warrant. It was noted that Selectman Sagar had taken the lead in the process of obtaining a special use permit for the Seekonk Meadows and the Veterans' Memorial from the ZBA. Selectmen Sagar contends that these special permits will be invalidated if the parking is not developed as proposed to the Planning Board. The Chair asked for a motion to endorse the decision of the Selectmen to recommend indefinite postponement. Trustee _____ so moved and Trustee _____ seconded. In the discussion that followed, these points were made (1) the library trustees had not requested that this article be placed on the warrant, (2) it does not appear that construction of the Veterans' Memorial will begin soon, so the library currently has adequate overflow parking, (3) the library anticipates using this parking through the Summer of 2014, (4) alternative exists to mitigate the parking problem if the library should lose its overflow parking sooner than expected, (5) the Library Facilities Study Committee will be examining the library's parking needs as part of the facility study, and (6) it would be unwise to implement this solution before the problem has been fully studied. Following the discussion, the trustees voted unanimously in favor of having the article postponed.
- c. Report: Status of the Library's FY 2015 budget request. Peter reported that the Finance Committee held a hearing on the library budget the previous week. The Finance Committee was pleased with the conservative budget submitted by the library. The Board of Selectmen held a hearing on the library budget the following evening. Mr. Brady and Mr. Almeida praised the library for the quality of its services and for limiting its requested FY 2015 budget to just one percent above FY 2014. Peter reported the trustees that

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this conservative request was possible because the collective bargaining agreement with the library employees expire on June 30, 2014, so there are no increases other than those contractually required in the budget. The approximate .9% increase does keep the library on track for meeting the establish formula for state certification.

- d. Report: Facilities Study Committee. Peter reported that the Facilities Study Committee would hold it first meeting the following evening. He noted that although the library will not know until June if it is to receive a planning grant from the state, the committee members will have to become familiar with a large amount of material in the month ahead. By doing this early, they hope to be able to hit the ground running in June.
- e. Report : Candidates for Board of Library Trustees. Peter reported that Lynn Cristino has taken out papers to run for the Board of Trustees, so there are now two people running for the two vacancies. (Cheryl Faria is running for re-election.) He said that Lynn is a library user, mother and teacher who should be a good addition to the Board of Trustees.
- f. Additional Old Business. Trustee Faria reported that the Meadows Committee will be hosting an event on Saturday, June 21 to kick-off the summer season of events of the Meadows. She also reported that she had contacted Dave Cabral, the Town Engineer about the possibility of the need to get Mass. DEP approval for the Veteran's Memorial. She noted that the DEP post closure permit mentions that the children's playground area that was suggested as use of the space along Newman Ave. should be reviewed by DEP. Trustee Faria suggested that the Veterans' Memorial might require similar approval.

5) **New Business**

- a. Report & Discussion: Update on implementing the Library's Long-range Plan Since the meeting was running late, Peter handed out copies of his report and suggested that it could be discussed at the next meeting. The trustees found that acceptable.
- b. Discussion: Authorize the expenditure of state grant (LIG/MEG) funds for additional electrical work on the Innovation Center. Peter reported that he had spoken with three other electricians in addition to the town's electrician, and that he found a local electrician who could do the job. Since the cost of this work was within the budget, the library did not need additional funds at this time.

Peter also reported that the library will not be purchasing its own storage container. Although the library was able to find a container, zoning regulations and landfill cap will not allow the library to locate the container as planned. The money appropriated can be returned to the pool unassigned LIG/MEG funds.

6) **Policy Reviews**

- a. Review: Problem Patron Policy (Recommending that the title be changed to Behavior in the Library. No other changes suggested.) Peter reported that this policy was carefully drawn to meet the establish legal

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criteria. The staff had suggested changing the name to something more positive. Trustee _____ moved to accept the recommend name change, and Trustee _____ seconded. The motion to accept the change then passed unanimously.

- b. Review: The Right of Customers to Appeal a Loss of Services. (Recommending a title change to Appealing Losses or Limitations on Services. No other changes suggested.) Peter explained that this policy afforded users some process for appealing decisions by the staff. Having an internal policy lessened the likelihood of appeals being taken in the courts. Trustee Caldwell suggested the term Appealing was ambiguous, and suggested a simpler title of, How to Appeal a Loss or Limitation on Services. Trustee _____ moved to accept the recommend name change, and Trustee _____ seconded. The motion to accept the name change then passed unanimously.
- 7) **Other.** Items that the Chairman could not have reasonably anticipated forty-eight hours in advance of the meeting by – Peter presented the budget for the amount the library intends to request from the Friends of the Library. The library staff is recommending that a total of \$15,700 be requested from the Friends to fund a variety of programs and the library’s museum passes. Trustee _____ so moved, and Trustee _____ seconded. The Board voted unanimously to approve.
- 8) **Director’s Report** – The Director’s report was included in the meeting packets. Peter asked to dispense with the oral presentation report because the meeting was already going longer than anticipated. The trustees agreed and said that they would contact Peter if they had any questions.
- 9) **Trustee Comments and Questions.**
- 10) **Certification of Bills.** The Chair signed all of the bills presented.
- 11) **Next Meeting and Adjournment** – The next meeting is March 19, 2014. Trustee _____ motioned to adjourn at 7:50 p.m. Trustee _____ seconded and it was approved unanimously.

Documents Distributed

- (1) Open Meeting Law Guide
- (2) Director’s Report for January and February
- (3) Six Month Report on Implementing the 2014 Action Plan.

Minutes of the March 19, 2014 Meeting

3/22/2014

Call to Order –Chair Michael Durkay called the meeting to order at 6:05 p.m. Trustees Ann Caldwell, Deb Bostian, Sharon Connors, Mari Ann Oliveira, Cheryl Faria and Richard Perry were present. Attending also were library director Peter Fuller and Lynn Cristino, a candidate for the Board of Library Trustees.

Minutes – Trustee Oliveira made a motion to accept the minutes of the February 19, 2013 meeting and Trustee Caldwell seconded the motion. It was noted that some motions did not have the names of the trustees who made them. The consensus was that this was not critical information, but the chairman will try to supply some of the missing information. After a brief discussion the minutes were approved unanimously.

Mail – The library received a letter from the Seekonk High School Guidance Department inquiring if the library trustees were going to present the Trustees Award this year. The trustees agreed that they would make the award again this year following the same procedures followed last year.

Old Business

Special Town Meeting on February 25, 2014. The trustees briefly discussed the results of town meeting. It was noted that the proposal to develop parking behind the library will be postponed indefinitely. Sharon Connors reported that she and Richard Perry will continue to meet with representatives of the Board of Selectmen and the veterans committee to discuss issues related to the siting and development of the Veterans Memorial.

Meadows Management Committee. Cheryl Faria reported that the committee would like to see amended the section that pertains to the committee in the By-laws of the Board of Library Trustees. The committee will recommend specific language to the entire board in the near future. The committee is also planning the Third Annual Summer Opening of the Seekonk Meadows on June 26 . A variety of activities are planned both inside and outside of the library.

Update on Facilities Study Committee. The Facilities Study Committee has met twice and their work is progressing well. Anne Miller was elected chairperson. The committee approves of the plan to have the staff write the Building Program with the help of a consultant engaged by the library. The committee also plans to hire a library consultant to review the Building Program after it has been submitted to them by the library.

Appoint Associate Director. Peter recommended that Sharon Fredette be hired as the library's associate director. Maria Ann Oliveira so moved and Ann Caldwell seconded. Mari Ann Oliveira reported on the interview process, which included town administrator Shawn Cadime, Marge Bradley, Peter Fuller and herself. She reported the consensus was that first candidate interviewed made strongly favorable impression, but Sharon Fredette has exceptional qualifications. After a brief discussion, the motion was amended to offer Sharon a

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three year employment contract at a rate to be negotiated by the director. The contract will be ready by the next meeting of the board.

Update on implementing the Library's Long-range Plan. A mid-year progress report on the annual action plan was distributed at last meeting. There were no questions or discussion.

New Business

Food for Fines during National Library Week . Peter asked that the trustees allow library users to pay fines with non-perishable food items during National Library Week in April. The library has done this for the past several years. All of the items collected will go the Doorways food pantry. Deb Bostian so moved and Ann Caldwell seconded. There was no further discussion, and the motion was approved unanimously.

Volunteer Luncheon. The library's annual Volunteer Appreciation Luncheon will be on Tuesday, April 15 from 12:00 to 1:30.

Director's Evaluation. Mike Durkay reported that he and Sharon Connors had met with the director prior to the meeting to evaluate his performance based on the feedback supplied by the other Trustees. Sharon Connors moved that Peter receive a two percent merit increase in this current salary effective as of July 1, 2013 and Mari Ann Oliveira seconded. There was no further discussion and the motion passed unanimously. Peter thank the trustees for what he felt was thoughtful and insightful review, and said that he was committed to follow the suggestions made in the review.

Policy Reviews

Reciprocal Borrowing. Peter reported that the staff had reviewed the library's Reciprocal Borrowing Policy because Wareham Public Library has been decertified by the Massachusetts Board of Library Commissioners. Peter proposed changing the language of the policy to make it shorter and clearer. Under the current policy, Seekonk Public Library will automatically stop providing services to residents of Wareham. Language was added to give the library director some latitude to make exceptions when he or she felt in was in the best interest of this library. A brief discussion followed about the procedures followed for state certification. Deb Bostian moved that the policy be revised as presented, and Sharon Connors seconded. The motion passed unanimously.

Display Case & Display Spaces. The staff is working on re-writing this policy. Peter asked that review of this policy be delayed until the next session.

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Library director's report for February-March. The report was emailed to the trustees on Tuesday. There were no comments or questions.

Trustee comments and questions. This was last trustee's meeting for Deb Bostian. Mike Durkay took the opportunity to thank her for six years of service as library trustees. He said that Deb had been an exceptional trustee, and that of the trustees have enjoyed serving with her.

Set next meeting date & Adjournment. The next scheduled meeting of the trustees will be on Wednesday, April 16. Richard Perry moved to adjourn and Sharon Connors seconded. The motion then passed unanimously without discussion.

DRAFT

Minutes of the April 16, 2014 Meeting

Call to Order – Vice Chair Sharon Connors called the meeting to order at 6:05 p.m. Ann Caldwell, Sharon Connors, Lynn Cristino, Cheryl Faria, Mari Ann Oliveira and Richard Perry were present. Director Peter Fuller and Associate Director Sharon Fredette also attended. Since Chairman Michael Durkay was delayed, the trustees agreed to move on the next item, Tour of the Library. Mike Durkay arrived during the tour and he assumed Chair at 7:15.

Tour of the Library – Peter and Sharon conducted a tour of the building for the Board of Trustees. They pointed out the many changes that have been made in the building in the past year. They also identified several areas that still needed repair or improvement.

Election of Officers – Chairman Mike Durkay welcomed Lynn Cristino who was elected to the Board in April. He also congratulated Cheryl Faria on her re-election to the Board. The Chairman asked the trustees to consider the election of officers for the coming year. Mike Durkay said that he was willing to continue as the Chair, but would be willing to support another if any of the trustees were interested. Ann Caldwell nominated Mike Durkay be Chair and Sharon Connors seconded. Mike then asked for nominations for Vice Chair and Richard Perry nominated the current Vice-Chair, Sharon Connors. Sharon allowed her name to be placed in nomination, and Mari Ann Oliveira seconded. The Chair asked for nominations for Secretary. Peter explained that he expected to continue the past practice of having the library staff people prepare a draft of the minutes which would then be sent to the Secretary for review and correction. Mari Ann Oliveira then volunteered to serve. Sharon Connors nominated Mari Ann for Secretary and Cheryl Faria seconded. Since none of the offices were being contested, the Chair asked for, and received a unanimous approval by acclamation.

Minutes – It was noted that the date of the Summer Opening of the Meadows will be June 21 and not the June 26 as reported in the minutes. Mari Ann Oliveira made a motion to accept the minutes of the March 19 meeting with that correction. Anne Caldwell seconded the motion. The minutes were then approved unanimously.

Mail – Nicholas Pacheco from Independent Benefit Solutions, LCC requested to use the meeting room on May 10 for a presentation on Social Security and Medicare benefits. This group had paid to use the meeting room in the past for other sales presentations on their services. This program will be informational only and no sales presentations will be made. Peter recommended that the application be approved. He noted that applicants from business are given a letter explaining the limits the library imposes on content of such programs as well as the library's meeting room policy. It was suggested that some sort of disclaimer be made before such meetings. Peter will work on an appropriate statement that the staff may use in these situations.

DRAFT

Minutes of the April 16, 2014 Meeting

Old Business

Meadows Management Committee. Cheryl Faria, the committee's chairperson presented draft language to amend the Article VI of the By-laws of the Board of Library Trustees, which pertains to the Meadows Committee. She handed out a sheet with the new language and the current language. The proposed change would amend the current article by eliminating the requirement that specific groups and organizations be represented on the committee. Cheryl said that the intent was to make it easier to recruit people to serve on the committee. The sheet distributed by Cheryl also contained the language of the Town By-law that pertains to the Meadows and was approved at Town Meeting on May 10, 2010. Cheryl noted that the proposed language was consistent with the Town By-law. It was suggested that language be included in the section of the article that pertains to the purpose of the committee. Several trustees thought that it would be a good idea to emphasize in the language of the article that the committee and the library administration should coordinate their efforts. After a brief discussion, the trustees decided to bring this up for a vote in their next meeting. The committee also continues to work on the Third Annual Summer Opening of the Seekonk Meadows on June 21. A variety of activities are planned both inside and outside of the library.

Update on Facilities Study Committee. The Facilities Study Committee met on March 27 and April 10. Their work is progressing well, but the staff is behind schedule for delivering the Building Program. The committee has approved a RFQ to engage a library consultant to review the Building Program after it has been submitted to them by the library staff. [This would be in addition to the consultant that the library has engaged to work with the library staff.]

New Business

Personnel Issues. Peter reported on several items that involved library personnel. (1) Recruitment of a staff librarian is in progress. The library has received over thirty applications. Interviews will be schedule in early May. (2) The library has reclassified Saadia Miles from Customer Services Associate to Technical Services Associate. Saadia currently works in the technical services department and many of her duties fall outside the job description of a Customer Services Associate. Peter would like to re-assign some technical services tasks to Saadia that are currently being performed by Maureen Mecketsy. This will allow Maureen to assume other administrative responsibilities. Peter also noted that the reclassification was done with the approval of the Town Administrator. (3) The collective bargaining agreement with the Library Staff Association will expire on July 1.

DRAFT

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The Town Administrator plans to start negotiation sessions soon. Peter expects that he will be asked to attend these sessions. He suggested that a library trustees ask the Town Administrator to have a representative from the Board of Library Trustees attend these sessions. Mike Durkay noted that Richard Perry had represented the trustees at negotiation sessions in the past and asked if he would be willing assume this role again. Richard agreed. (4) Peter told the trustees that he encourages a dialog among individual trustees and staff members, but he felt that they should have some additional information about the culture within the building. He noted that maintain a happy workplace depended on satisfying the individual needs and desires of the employees. Some of these are tangible and others are more psychological and emotional. He explained that as a public administrator, he had limited capabilities to address these wants. He said that a large majority of employees enjoy working at the library. He said that many of the staff people were capable of doing a wider variety of tasks, and that many are willing to do so. He said that the goals of some employee were, however, not compatible with the goals of the administration. He also noted that while some individual and institutional goals were compatible, available resources and circumstances often prevented us from pursuing them in the short-term. He expressed a hope that some of the organizational changes being planned will provide new opportunities to increase job satisfaction. A brief discussion followed on the type of changes that are being planned to implement the San Jose service model at Seekonk Public Library.

Volunteer Luncheon. [This item was placed on the agenda in case a supplemental appropriation was needed.]

The library's annual Volunteer Appreciation Luncheon was held on Tuesday, April 15. It was well attended and greatly appreciated by the volunteers. Peter thanked Mary Ellen and Sharon Clarke for the good job they did organizing it.

Policy Reviews –

Library Policy on Use of the Display Case and Other Display Spaces. Peter noted that there was a recent incident where two organizations book the same space at the same time. Some staff members suggested that the policy was confusing and that this led to the double booking. The proposed draft streamlines the current policy and hopefully makes it clearer. After a brief discussion, Ann Caldwell moved the policy be adopted and Sharon Connors seconded. The policy was then adopted by unanimous vote.

Set next meeting date & Adjournment – The next scheduled meeting of the trustees will be on Wednesday, May 21. Richard Perry moved to adjourn and Sharon Connors seconded. The motion then passed unanimously without discussion.

DRAFT

Minutes of the April 16, 2014 Meeting

Minutes of the Board of Library Trustees Meeting of May 21, 2014

Approved: 6/18/14

Call to order – Vice Chair Sharon Connors called the meeting to order at 6:05 p.m. Library Trustees Ann Caldwell, Sharon Connors, Lynn Cristino, Cheryl Faria, Mari Ann Oliveira and Richard Perry were present. Director Peter Fuller and Associate Director Sharon Fredette also attended. Mike Durkay arrived at 7:20.

Minutes -- The chair asked the board members to review the minutes of the previous meeting. Ann Caldwell moved that the minutes from the April 16 meeting be approved and Cheryl Faria seconded. The six trustees then unanimously approved the motion without further discussion.

Mail – The trustees received a memorandum from the Board of Library Commissioners [Document 1.] which confirmed the award of state grant funds in the amount of \$10,830. The trustees received a request to use the library meeting room from the organization, *On Common Ground* [Document 2.] Peter reported that the group met all of the criteria established in the meeting room policy. Hearing no questions or objections, the application was approved.

Peter informed the trustees of an invitation from Steve Arruda, chair of the Veterans Memorial Committee, to have them come and participate in the ground breaking ceremony for the veterans' memorial. Steve informed Peter that the ceremony would take place either during or after the Memorial Day Parade, and that the Memorial Committee plans to erect a sign announcing that the parcel along Newman Avenue will be the future home of the memorial. Steve said that the Memorial Committee had discussed the sign with the Public Works Dept. and were issued a temporary sign permit by the Building Dept. but would like the permission of the trustees to install the sign. Several trustees expressed disappointment that they had not been contacted and made aware of the plan. Some also expressed concern that the location of the sign would in effect stake a claim to the part of the property before the exact location of the memorial has been agreed upon.

Executive Session -- The chair ask for a motion to go into executive session in order to discuss strategy related to the collective bargaining with library staff. The motion was made by Richard Perry and was seconded by Mari Ann Oliveira. The six trustees unanimously approved the motion in a roll call vote.

Return to open session – A motion was made by Richard Perry and was seconded by Mari Ann Oliveira to return to open session. The six trustees unanimously approved the motion in a roll call vote.

Old Business

Minutes of the Board of Library Trustees Meeting of May 21, 2014

Approved: 6/18/14

Vote to amend Article VI Meadows Committee in the Board of Trustees By-laws. Cheryl Faria reviewed the documents distributed at the last meeting which included the proposed changes to the by-law. She explained the changes were needed to give the board more flexibility in recruiting and appointing members to the Meadows Management Committee. Mari Ann Oliveira moved that the language of Article VI be amended as presented and Ann Caldwell seconded the motion. The six trustees then unanimously approved the motion without further discussion.

Presentation of the Library Trustees Award. The Library Trustees Award will be presented at the High School Senior Night on Wednesday, June 11, 2014. The Guidance Department wishes to know who will be presenting the award. The board chairman usually presents the award. Since the chairman wasn't present, Peter asked if any other trustees might be willing to make the presentation. He offered to do it if none of the trustees were able to do so.

Update on Facilities Study Committee -- Peter shared a copy of an email from Rosemary Waltos, who manages the library construction grant program at the MBLC. [Document 3.] In the email, she presented two timetables for issuing state construction grants. In the first scenario, the state would provisionally award construction grants in July 2016. Under the second scenario these awards will be made in June of 2017. Peter noted that the work schedule of the Facilities Study Committee is based on this date. Rosemary suggested, however, that the second schedule is more realistic of the two.

New Business

Staff and trustee liaisons to the Friends of the Library -- Peter reported that Mary Ellen had asked to step down as the staff liaison to the Friends. Peter attends all of the meetings of the Friends Executive Board so a separate staff liaison isn't needed. He reported also that the Friends would like to have a liaison appointed from the Board of Trustees

Joint meeting with the Friends of the Library and Library Trust -- One of the items in the action plan is to hold a joint meeting of the members of the Friends of the Library's Board of Directors, Library Trust, and the Board of Library Trustees. There have been changes in membership as well as leadership on some boards. Peter suggested that it would be a good opportunity to get re-acquainted. Topics for discussion could include, the upcoming changes at the library, the library facilities study, the library's funding needs, and an overall fund raising strategy. The consensus was that sometime in October would be a goodtime. Peter will bring that suggestion to the next meetings of the Trust and the Friends.

Minutes of the Board of Library Trustees Meeting of May 21, 2014

Approved: 6/18/14

Vote to appropriate amounts from state grant funds to purchase equipment. Peter requested that the trustees make the following appropriations from state grant [LIG/MEG] funds (1) an amount not to exceed \$500 to purchase a replacement refrigerator for the staff room, (2) an amount not to exceed \$3,300 to purchase and have installed a new video projector in the meeting room, (3) an amount not to exceed \$500 to purchase an art hanging system for the meeting room.

Peter offered the following rationale. The library's refrigerator is almost 25 years old and is failing. This is a necessary piece of equipment in a building where staff work both day and evening shifts that include allotted times for meals. Funds from the second appropriation would be used replace the 30 year old Sony projection system. It would be used for library programs and presentations, and for the popular library movie program. It can also be used by other groups who use the meeting room. The installation of a good quality projection/sound system would make the meeting room more marketable to groups who pay to use the meeting room. There will be a large exhibit of local artists in the library as part of the 3d Annual Summer Opening of the Seekonk Meadows. We propose purchasing 42 linear feet of hanging rail, two dozen 48 inch hanging cables, and 50 self-gripping hooks. This is a flexible and secure system used in many libraries and galleries. (We would like to eventually install similar system in other areas in the library, so we can display the work of local artists, students, etc.)

Lynn Cristino suggested that the library try to find someone to donate a refrigerator. She offered to post a request on freecycleseekonkma@yahogroups.com. The trustees thought that this was a good suggestion, and asked that the purchase be postponed until this avenue was explored. Richard Perry moved that the funding be approved as requested with the stipulation that the director will wait on purchasing the refrigerator. Ann Caldwell seconded. The six trustees then unanimously approved the motion without further discussion.

Peter also asked for a clarification on appropriation approved previously by the trustees. In October 2013, the Board voted to expend an amount not to exceed \$5,000 to reconstruct the circulation desk. This is critical step in implementing our new service model. Peter asked to have permission to use some of this money to offset the cost of moving people to office areas, which is an important preliminary step in move the public service desk. After a brief discussion and after receiving assurances that these funds would be used for items directly related to the project, the consensus was that this would be acceptable.

Minutes of the Board of Library Trustees Meeting of May 21, 2014

Approved: 6/18/14

Replacement of public copier and printing system – Peter reported the library has been working with ImageTech, a Xerox Company in Canton, MA to find a replacement for the public copier, the public printers, and the document management software used to control the printing. Several conditions have converged to provide the library with the opportunity to deploy a comprehensive and more cost effect solution. Image Tech, which is an approved vendor under the state-wide contract, presented both a purchase and a lease option for the equipment and software. Peter briefly presented the advantages and disadvantages of both options. There were several questions about the service agreements. Peter received the proposal that day and did not have these details. Peter said that he would also like to discuss the issue the Finance Director before making his recommendation at the next meeting.

Policy Review

Meeting Room Policy No changes were recommended by the staff. Peter noted that the policy was carefully drafted to incorporate points from a SJC ruling in a case involving Wakefield Public Library and a white supremacist group.

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

Because Mike Durkay was now present, the discussion returned to

Library director's report for April-May – Peter distributed his written report and highlighted significant points. [Document 4.]

Trustee questions, comments and suggestions -- None.

Certification of bills

Set next meeting date & Adjournment -- The Board agreed to hold their next meeting on Wednesday, June 18. Sharon Connors moved that the meeting be adjourned and Richard Perry seconded the motion. The trustees voted unanimously to adjourn.

Minutes of the Board of Library Trustees Meeting of June 18, 2014

Approved on: 7/13/14

Call to order – Mike Durkay called the meeting to order at 6:05 p.m. Library Trustees Ann Caldwell, Sharon Connors, Lynn Cristino, Cheryl Faria, Mari Ann Oliveira and Richard Perry were present. Director Peter Fuller and Associate Director Sharon Fredette also attended.

Minutes -- The chair asked the board members to review the minutes of the previous meeting. Ann Caldwell moved that the minutes from the May 21 meeting be approved and Cheryl Faria seconded. The six trustees then unanimously approved the motion without further discussion.

Mail – The Board received a copy of a letter dated June 3, 2014 from Peter to Cynthia Couto, Executive Director of P.A.C.E./Child Care Works. The letter requested that agency submit a formal application to use the meeting room. Peter explained that this agency funds a play group that meets every Friday at the library. The letter notes that this is an “unprecedented accommodation for an outside group,” and the library does not have a formal agreement with the agency. When some questions arose about liability, Peter asked the agency to submit a formal application for Board approval. After some discussion, the consensus was that the agency would be allowed use the meeting room pending approval of their application. Peter said that he would call Ms. Couto and make that clear.

The Board received a letter dated June 6, 2014 from Dianne Carty, Director of the Massachusetts Board of Library Commissioners (MBLC) announcing the provisional award of a \$50,000 Planning Grant to the Town of Seekonk. The letter was attached to a package of materials about the grant program. Peter pointed out the Abstract of the SPL grant application included in the *Project Summary and Recommendations* sheet. Peter felt that it was overly focused on the limitations of the current site. Many of the positive features of Seekonk Meadows were not mentioned. Peter reported that he and Sharon will be attending a grant workshop on June 25, and that he intended to raise his concerns with the MBLC staff.

Reports

Meadows Management Committee – Cheryl Faria reported that the Committee was working with the library staff and the Seekonk Artist Group to plan the Summer Opening of the Seekonk Meadows on June 21. Plans are nearly complete, and there will be programs and events all afternoon. She also reported that the Master Gardeners will be working on the Meadows and the library grounds on Tuesday evenings.

Negotiations between the library staff association and the town -- Peter and Richard Perry reported that negotiations are continuing. Both sides have presented tentative proposals, but the major financial issues have not been discussed as of yet.

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Presentation on service improvements -- Sharon Fredette gave a brief PowerPoint presentation on some of the proposed changes in the public service areas and the public services rationale for these changes. She noted that the staff has been highly cooperative and supportive the changes.

Reports from Library – Mari Oliveira reported the Library Trust will present the St. Hilaire Public Service Award on July 30 at the Bill Harley Concert in the Seekonk Meadows. She also reported that the members of that board supported the idea of a joint meeting, and thought that a Wednesday in October would work best.

Reports from the Friends of the Library -- Sharon F. attended the Friends of the Library's Annual Meeting. She gave the Friends a presentation similar to the one seen by the Trustees that evening. The Friends did not hold an election of officers because they did not have a full slate of candidates. They expect to do so at their meeting on July 28. Because Peter was at the Town Meeting that evening, he was not able to present the Library Board's suggestion about a liaison to the Friends. Peter will bring that up at the Friend's July meeting.

Report on Library Facilities Committee – The committee has found a consultant to review the needs assessment and building program that will be presented by the staff. Peter reported that he was several weeks behind but hope to have a draft by July 11.

Old Business

Appointments to Library Trust --Mari Ann Oliveira moved that the Board of Library Trustees appoint Elizabeth Spencer and Linda Karewa to the Board of the Seekonk Library Trust. Richard Perry seconded the motion. The appointment of Mrs. Spencer and Mrs. Karewa was discussed at the May meeting. The qualifications of both candidates were discussed at the May meeting. There was no further discussion and the motion passed unanimously.

Approve a lease of a public copier/printer system --Peter reviewed the proposal to acquire a Xerox copier and scanner that would be connected to the system that controls printing from the public PCs. Details of proposals were presented at the May meeting. Peter discussed the financing options with Bruce Alexander, the Finance Director, and

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recommended that the library enter into a lease purchase agreement with Image Tech of Canton, MA to acquire the needed hardware and software. Peter feels that the revolving fund for printing will provide enough revenue to cover the lease. Image Tech is an approved vendor under the state contract for these systems, and the lease does not have to be put out to bid. Sharon Connors moved that the library enter into a five year lease purchase agreement with Image Tech for the system and services described in the proposal. Richard Perry seconded. There was no further discussion and the motion passed unanimously.

Policy Reviews

Disposal of Surplus Property Policy -- A copy of the policy was included in the meeting packet. Peter explained that the policy required the Board to annually authorize the Director to dispose of surplus property according to MGL and established policies of the Town and Library. No changes were recommended or suggested.

New Business

Schedule of fines and fees for FY 2015 -- Peter presented a schedule of fees and fines for FY 2015. He recommended three changes from the current year's schedule, (1) increase the price of library cards for out-of-state residents to \$65.00 a year, (2) eliminate the afterhours meeting room fee, and (3) institute charges for 3d printing based on the weight of the object printed. Peter said that past practice was to set the rate for cards issued to out-of-state residents roughly in-line with the amount appropriated per capita by the town for the library. In FY 2015, the total appropriation is \$ 864,300 which when divided by the total population (13,700) equals \$63.0. The changes generally occur in five dollar increments, so this amount was rounded up to \$65.00. The second item, the afterhours meeting room fee charged when groups are scheduled to use the room after the normal hours of operation. The fee was for a person to stay and lock-up. Peter noted that the library no longer books the room for afterhours use so the fee was unneeded. Peter said that the cost of 3d printing was difficult to calculate, but he believed that some of the cost needed to be recovered. He noted that a fee would provide an incentive to use the printer more economically. The staff proposed charging by weight of the object. Peter suggested a minimum fee of 50¢ per item with a sliding scale based on the object's weight in milligrams. After a brief discussion, Sharon Connors moved that the schedule of fines and fees of FY 2015 be

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adopted as presented. Mari Ann Oliveira seconded. The motion then passed unanimously.

Disposal of surplus library property in FY 2015 -- Ann Caldwell moved that the library director be allowed to disposal of surplus property during fiscal year 2015 as described in the library's policy. Sharon Connors seconded. There was no further discussion and the motion passed unanimously.

Director's report for May/June -- The Director's report was distributed in the meeting packet. Peter suggested that questions or comments be taken up at the next meeting.

Set next meeting date & Adjournment -- The Board agreed to hold their next meeting on Wednesday, July 16. Sharon Connors moved that the meeting be adjourned and Richard Perry seconded the motion. The trustees voted unanimously to adjourn at 7:15.

Minutes of the Board of Library Trustees Meeting of July 16, 2014

Approved: 9/17/14

Call to order – Sharon Connors called the meeting to order at 6:05 p.m. Library Trustees present were Ann Caldwell, Lynn Cristino, Cheryl Faria, and Richard Perry. Director Peter Fuller and Associate Director Sharon Fredette also attended. Mike Durkay arrived at 6:15 and assumed the role of chairperson.

Minutes -- The chair asked the board members to review the minutes of the previous meeting. Ann Caldwell moved that the minutes from the June 18 meeting be approved and Lynn Cristino seconded. The trustees then unanimously approved the motion without further discussion.

Mail – The trustees received a thank you note from Andrew Breiter-Wu. Andrew was the high school senior who received the Library Trustees Award.

The trustees received a request to use the meeting room from the Rehoboth Garden Club. The application was in order and conformed to library policy. Cheryl Faria moved that it be approved and Anne Caldwell seconded. The trustees then unanimously approved the motion without further discussion.

Reports

Meadows Management Committee – Cheryl Faria reported that the Summer Opening of the Seekonk Meadows on June 21 was a huge success. She also reported that the Master Gardeners would be working on the Meadows and the library grounds on Tuesday evenings.

Negotiations between the library staff association and the town -- Richard Perry reported that a brief negotiating session was held on Tuesday, July 15 but no new proposals were made by either side.

Presentation on service improvements -- Sharon Fredette gave a brief presentation on some of the proposed changes in the public service areas. She reported that new children's service desk was ordered and that some of the shelving will be moved to create more space in the children's area.

Report on Library Facilities Committee – Peter reported that the committee had not met because they are waiting for a draft of the building program. The next meeting of the committee will be with their library consultant, Cheryl Bryan, to discuss the building program.

Old Business

Possible decertification of the Blanding Free Library (Rehoboth). The trustee's had previously discussed the implication of the Blanding Free Library losing its state certification. Peter reported that library funding was still in jeopardy, and that Seekonk Public Library and the rest of the SAILS network were watching developments closely. (Note: After this meeting, it was reported that Rehoboth would provide sufficient funding for Blanding to remain certified.)

P.A.C.E. /Child Care Works program . The trustees reviewed the request from the P.A.C.E. /Child Care Works program to continue using the meeting room on Friday mornings. Peter noted that Cynthia Couto, Executive Director P.A.C.E. /Child Care Works provided all of the information that the trustees had requested. He reported that the group was working with the Youth Services staff to better integrate the Child Care Works program into the library's plan of service. Peter recommended that P.A.C.E. /Child Care Works be approved to continue using the room on the condition that the group continues to cooperate with the Youth Services department. Sharon Connors moved to grant this conditional approval and Cheryl Faria seconded. The trustees then unanimously approved the motion without further discussion.

New Business

Work Calendar for FY 2015. Peter presented a draft of work calendar for FY 2015. The calendar includes major items of business to be addressed in the coming year. Peter noted that the budget process was moved up a month last fiscal year, and that the new calendar reflects this change. Richard Perry suggested that the recruitment of trustees be discussed at the January meeting rather than in February.

Library Facilities Needs and Possible Relocation of the Library. Peter reported that he and the staff were working on the building program. The program details the amount of space that the staff thinks will be needed to carry-out the library's program of service through 2035. Preliminary indications were that the library would need about 26,000 square feet. This rough estimate was developed using a tool from the state library agency in Wisconsin. He noted that it would be difficult to locate a building of that size on this site. Peter asked the trustees to start a dialog among them and with the Library Facilities Study Committee about the library site. He urged the trustees to make their preference known to the committee. Peter noted that the MBLC staff responsible for the public library construction program has already indicated that they do not think that this is an acceptable site for expansion. He suggested that the library would need to make a compelling case when it applies for a construction grant. The trustees briefly discussed the implications of changing locations, and the advantages of the present site. A consensus developed that the library should remain at its present location.

Policy Reviews

Soliciting on Library Property -- A copy of the policy was included in the meeting packet. Peter reported that the policy has worked well and that the staff did not propose any changes.

Other Unanticipated Items

Shawn Cadime, the Town Administrator had invited all town officials to attend a presentation on August 6 about complying with the Open Meeting Law. Two trustees said that they would try to make it, and Peter said that he would bring back any handouts from the presentation.

Director's report for June/July -- The Director's report was distributed in the meeting packet. There were no comments or suggestions, but Peter suggested that the trustees bring anything that may occur to them later at the next meeting.

Set next meeting date & Adjournment -- The Board decided not to meet in August and agreed to hold their next meeting on Wednesday, September 17. Sharon Connors moved that the meeting be adjourned and Richard Perry seconded the motion. The trustees voted unanimously to adjourn at 7:05.

Documents distributed at this meeting.

- 1) Draft of the meeting minutes for June 18, 2014.
- 2) Application from the Rehoboth Garden Club to use the meeting room.
- 3) Letter from Andrew Breiter-Wu.
- 4) Application from the P.A.C.E. /Child Care Works program to use the meeting room.
- 5) Letter to Cynthia Couto, Executive Director, P.A.C.E. from Peter Fuller, dated June 3, 2014
- 6) Library Director's report for June/July 2014.
- 7) Copy of the policy on *Soliciting on Library Property*.

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Approved October 16, 2014

1) CALL TO ORDER

Sharon Connors called the meeting to order at 6:05 p.m. The Library Trustees present were Ann Caldwell, Lynn Cristino, Mari Ann Oliveira and Richard Perry. Mike Durkay and Cheryl Faria arrived at 6:10. Director Peter Fuller and Associate Director Sharon Fredette also attended.

2) RECOGNIZE LOCAL OFFICIALS WISHING TO ADDRESS THE BOARD

The chair recognized Selectmen Gary Sagar who addressed the board about a proposed by-law to establish a permanent building committee. A draft copy of the by-law along with the library director's recommendation was emailed to the trustees prior to the meeting. The selectman gave an overview of the by-law and how it might affect the library. He noted that the draft present that evening had not been reviewed by town legal counsel, and that full implementation of the by-law may require a change in the Town Charter. Mr. Sagar then asked the trustees to vote their approval of the by-law. Anne Caldwell asked why the by-law had failed in the past. Mr. Sagar felt that the initial efforts were hampered by a lack of support and subsequent efforts to amend the by-law to accommodate various competing interest. Lynn Cristino asked why the by-law was needed. In Mr. Sagar opinion, the existing system has not been effective. He noted the growing complexity of public construction projects and the difficulty of recruiting knowledgeable people to serve on building committees. Sharon Connors expressed reservation about voting to endorse a draft document before it had been reviewed by legal counsel. Several other trustees had the same reservation. Mike Durkay suggested that a motion could be drafted to specify that the endorsement was limited and conditional. Mari Ann Oliveria suggested that the issue be taken up at the next meeting after the counsel had reviewed the document. Sharon Connors noted that the next meeting the board would be on October 15. She asked Mr. Sagar if legal counsel will have time to finish their review prior to the trustees meeting, and if the deadline for putting items on the warrant was before or after the board's next meeting. Selectman Sagar said that he believe that the sequence of events would allow the trustees to review a final draft before the warrant deadline. Richard Perry spoke in opposition to the proposed by-law. He thought that it was both unnecessary and in violation of the existing charter. Sharon Connors moved that the Board of Library Trustees vote to endorse the draft by-law as presented to them that evening for the purposes of securing an opinion from town legal

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counsel on both the legal correctness of the by-law and its implications for changing or reinterpreting the town charter, and for obtaining a final draft of the by-law that the trustees will consider at their next scheduled meeting. Mike Durkay seconded. There was no further discussion and the trustees approved the motion by a six to one vote.

B) Discussion with Neal Rapp, Chair of the Recreation Committee

Mike Durkay took over as meeting chairperson, and invited Neal Rapp from the Town Recreation Committee to address the trustees. Mr. Rapp spoke about the difficulty of getting out information out about Recreation Department programs. The Recreation Committee would like to install an electronic message board to promote their programs and other community activities as well. He requested that the trustees consider allowing the committee to install this message board on the property administered by the trustees. There was a brief discussion about the difficulty of advertising programs and the trustees offered several suggestions. It was also noted that the Aiken School PTO was seeking to install a similar sign, and it was suggested that the committee contact the PTO. Mike Durkay suggested that the trustees discuss the proposal made by Mr. Rapp later in the meeting or at their next meeting, and that they would get back to the Recreation Committee with any questions and concerns before making a final decision.

3) APPROVAL OF THE MINUTES *

Mike Durkay asked the trustees to review the minutes and then asked for a motion to accept the minutes pending any corrections. Mari Ann Oliveira pointed out that she was not presented at the meeting. There were no other corrections and the trustees approved the minutes unanimously.

4) MAIL

The library received a letter from Karen McKenna requesting permission to hold a blood drive in the library meeting room on Saturday, January 17, 2015. Peter noted that Blood Center has held several blood drives at the library, but these are generally done in their mobile unit in the parking lot. Peter recommended approval. Hearing no objections, the chairperson approved the request.

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Agenda Change. Mike Durkay asked with the trustees would allow a change in the order of business and move to Item 9 on the agenda to discuss an unanticipated item. The trustees agreed by consensus.

9) OTHER ITEMS THAT COULD NOT BE REASONABLY ANTICIPATED FORTY-EIGHT HOURS IN ADVANCE OF THE MEETING BY THE CHAIRMAN

The chairperson asked Peter to update the trustees on the problems with the HVAC. During routine maintenance, the technicians discovered that the heat exchanger in the HVAC system was cracked. The library cannot run the heating system until this is repaired. Staff from the D.P.W. has solicited quotes for repairing and for replacing the system. The estimate cost of repair is between thirteen and fifteen thousand dollars. Replacing the unit will cost between eighty and one hundred thousand dollars. Since the system is twenty-one years old, it is difficult to determine which solution would be the more cost effective. The repair option made take three or four weeks. A full replacement may take six to eight weeks. Since either repair may take us into the heating season, Peter was concerned that the library might have to be closed. He has been in discussed the issue Bob Lamoureux, the Superintendent of Public Works and Shawn Cadime, the Town Administrator. Peter, Bob and Shawn will be meeting on Friday morning to make a final decision. Peter said that he would email the trustees and let them know what was decided. The trustees discuss impact of being without heat on the staff and public and the potential of closing the building. It was suggested that Peter research and see if there are health and safety standards pertaining to building temperatures. These standards could provide some objective criteria for closing.

The trustees then returned to the normal order of business.

5) REPORTS

A) Report from Meadows Management Committee

Cheryl Faria reported that the master gardeners have been cleaning-up the gardens and that they have planted some chrysanthemums in the front. There was also a request to hold a small wedding in the gazebo.

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B) Report on Facilities Study Committee

The committee did not meet over the summer because they are waiting for a draft of the building program. The next meeting of the committee is scheduled for Wednesday, September 24.

C) Report on proposed joint meeting with the Library Trust and Friends of the Library

After polling all the possible participants, Peter reported that October 15 was not a good date to meet for the majority of people in all three organizations. He recommended to the Board of Library Trustees that the meeting be postponed. He suggested that they try again for some day in January or February.

6) OLD BUSINESS

A) Update on changes to public service desks (request additional LIG/MEG funds)

Sharon Fredette reported on the progress being made to change the public service desks. Overall things were moving smoothly, but the library has run into some unanticipated expenses, and there is an opportunity to make several other small improvements that will make the library more comfortable and accessible. Peter provided a detailed breakdown of the additional cost, and asked that an additional \$1,600 be appropriated from state grant (LIG/MEG) fund to complete the work. Mari Ann Oliveira moved that an additional \$1,600 be appropriated for the project. Sharon Connors seconded. There was no further discussion and the trustees approved the motion unanimously

B) Review library performance in FY 2014 and changes in Action Plan for FY 2015

Peter reported that the supervisory staff (Sharon, Mary Ellen, Michelle, Marge and he) had evaluated of the library's performance in FY 2014. He reported that action was taken on all of the objectives that were ranked as middle to high priority. Peter is pleased with the progress being made in implementing the new services model and getting the staff to re-focus on core services. He noted that all but a few staff people seem to have embraced that changes being made. Peter thanked Sharon for her leadership in implementing the new service model. He also recognized the leadership being shown by Sharon Clarke, Michelle, Marge and Ben Phinney, and that everyone greatly appreciates their willingness to take-on new responsibilities. The staff

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also reviewed the action plan for the current fiscal year and suggested several minor changes. He distributed a list of six priorities that had been distributed at the trustees' April meeting. He said that these priorities would still be guiding the library through the rest of this fiscal year.

7) NEW BUSINESS

A) Review capital budget request

Peter reviewed the capital budget proposal that he had submitted on August 29. Because the deadline was before the trustees' meeting, Peter submitted it as an unofficial request pending approval of the board. A summary of the proposal was emailed to the trustees in August. The entire, updated request was included in the trustees' meeting packet. Peter said the three priorities were fixing the HVAC, replacing the entry doors, and replacing the carpeting. The chairperson asked for motion to approve the budget request as presented. Sharon Connors so moved and Richard Perry seconded. There was no further discussion and the trustees voted unanimously in favor. Peter said that he would send a memo to the Town Administration to inform him of the board's approval.

B) Distribute a draft of the Action Plan for FY2016

No draft was distributed because the Action Plan for FY 2016 is still being worked on by the staff.

C) Distribute a draft of the Library Technology Plan

A draft copy of the Library Technology Plan was distributed to the trustees. Peter asked that it be discussed at the next meeting.

D) Waive library card fees for library volunteers *

The Friends of the Library requested that the library card fee be waived for out-of-state residents who work as volunteers at the library. There was an immediate consensus that this should be done. Sharon Connors so moved and Richard Perry seconded. There was no further discussion and the trustees voted unanimously in favor.

8) POLICY REVIEWS

A) Ethics Policy (no changes recommended)

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B) Homebound Delivery Policy (no changes recommended)

There were no comments or questions about the policies, and no action was taken.

10) DIRECTOR'S REPORT

The director's report was included the meeting packet. The chairperson asked for comments or questions. Since the report had not been sent out prior to the meeting, Peter suggested that questions could be taken at the next meeting.

11) TRUSTEE COMMENTS, QUESTIONS, AND SUGGESTIONS

There were no additional comments or questions

12) SET NEXT MEETING DATE & ADJOURNMENT

The trustees agreed to meet next on Wednesday, October 15. Richard Perry moved to adjourn at 7:45. Motion was seconded by Cheryl Faria, and was approved unanimously.

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HANDOUTS

The following items were distributed at this meeting.

1. Draft of a proposed by-law that would establish a standing building committee.
2. Draft of the Minutes of the July meeting
3. Capital Budget Request
4. A list of the director's priorities for the remainder of FY 2015
5. Draft of an updated technology plan
6. Copy of the Ethics Policy
7. Copy of the Homebound Delivery Policy

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Approved on: November 12, 2014

1) CALL TO ORDER

Mike Durkay called the meeting to order at 6:08 p.m. The Library Trustees present were Ann Caldwell, Lynn Cristino, Mari Ann Oliveira, and Cheryl Faria. Director Peter Fuller and Associate Director Sharon Fredette also attended.

2) APPROVAL OF THE MINUTES *

Mike Durkay asked the trustees to review the minutes and then asked for a motion to accept the minutes pending any corrections. Ann Caldwell moved that they be accept and Lynn Cristino seconded. There were no corrections and the trustees approved the minutes unanimously.

3) MAIL

There was not mail but Peter reported on a telephone call from Neal Rapp, Chair of the recreation Committee. Mr. Rapp wished to know if the trustees had reached a decision on his proposal to install an electronic sign. The trustees had the opportunity to discuss the sign proposal. Several concerns were raised including (1) would the ZBA require the existing signage be removed if a new sign is installed, (2) who would have the control of the sign and its messages, (3) how would this affect future requests from other groups to install signs on library property, and (4) how well the sign would blend into the surrounding location. The trustees asked Peter to draft a response to Mr. Rapp. Peter agreed and said that he would send a copy to the chair the following day.

4) REPORT

Report from Meadows Management Committee. Cheryl Faria reported that the Master Gardeners will hold their last session of the season on next Tuesday. She also reported that she and two library staff members meet to review the summer kick-off program that occurred this past June. The group hopes to identify ways to improve the program for next year.

Report on Facilities Study Committee. The committee met on September 24 with Cheryl Bryan, the building consultant they had engaged to review the building program proposed by library staff. Peter reported that Ms. Bryan did an exceptionally thorough job reviewing the proposal. Ms. Bryan made many useful suggestions, and that the staff would be incorporating many of these into the next draft. The committee will next meet on October 22.

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Update on heating repairs. Peter reported that the heating system would be repaired on Tuesday, October 21.

5) OLD BUSINESS

Proposed by-law on establishing a permanent building committee. [*The Board of Library Trustees adopted a motion at their September meeting to endorse a draft by-law (on the creation of a permanent building committee) as presented to them that evening for the purposes of securing an opinion from town legal counsel on both the legal correctness of the by-law and its implications for changing or reinterpreting the town charter, and for obtaining a final draft of the by-law that the trustees will consider at their next scheduled meeting.*] The chairman noted that Selectman Sagar sent the trustees a copy of the opinion of town legal and a revised draft of the by-law. He also noted that in the opinion of town counsel, the Town Charter did not have to be amended. The chair asked for a motion to have the Board of Library Trustees endorse the by-law as revised. Anne Caldwell made that motion so that discussion could begin, and Mari Ann Oliveira seconded. There was an extensive discussion of the proposed by-law and speculation as to how it would be implemented. The primary concerns were centered on a variety of what if scenarios where the by-law would not be implemented as specified in the text of the by-law. The primary concerns were summarized later in the discussion as being (1) what would be the composition of the committee if people could not be recruited from the professions recommended in the by-law, (2) would the selectmen be able to appoint one of their own to sit on the committee, (3) if a complete committee could not be appointed or maintained, could work on projects be initiated or be moved forward, (4) given the complexity of public building projects, would a single body be able to handle multiple projects, and (5) in the case of multiple building projects, how would the proposed committee prioritize the projects. It was also generally agreed that the current system of administering building projects has not worked well and that some reform of the process was needed. Anne Caldwell and Mari Ann Oliveira asked to have their motion withdrawn. The five trustees voted to withdraw motion. A consensus developed that the chairman should write the Town Administrator and get clarification on these points. The trustees agreed that to meet before the Town Meeting to discuss their endorsement if they received this additional information.

Library Technology Plan. Peter asked that the trustees vote to adopt the proposed technology plan that was distributed at the September meeting. He said the plan would guide the development of the library's technology infrastructure, direct its technology training efforts, and assist the staff with

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establishing priorities for the next three years. Cheryl Faria moved that the plan be adopted and Mari Ann Oliveira seconded the motion.

6) NEW BUSINESS

Action Plan for FY2016. Peter distributed an executive summary of the action plan for FY 2016 (July 2015 to June 2016). Fiscal Year 2016 is the third of the four years covered under the current long-range plan. Specific goals, objectives and tasks are outlined in the plan. Peter summarized the action plan and noted several areas where the staff will concentrate their efforts. These included the library's long-standing facility needs, updating our technology infrastructure, improving collection development, expanding hours of operation, and increasing the effectiveness of library personnel.

7) POLICY REVIEWS

Internet Use & Safety Policy. No changes were recommended. There was no discussion and no action was needed.

Social Networking Policy. No changes were recommended. There was no discussion and no action was needed.

8) TRUSTEE COMMENTS, QUESTIONS, AND SUGGESTIONS

Mike Durkay brought up a comment made earlier in the meeting by Cheryl Faria about the sign for the proposed veteran's memorial. She was wondering if the sign had received a permit from the building official as temporary sign. It was her understanding that temporary signs could be displayed for thirty days. Her concern was that the trustees might be held accountable for any zoning violation. In the brief discussion that followed, other trustees expressed concerns about other groups seeking to have signs set on the library grounds. Other trustees mentioned their responsibility as elected officials to insure that Seekonk ordinances are followed, particularly with regard to property over which they have custody. The consensus was that the chairman should share these concerns in writing with building official and/or the town administrator.

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9) DIRECTOR'S REPORT

The director's report was included the meeting packet. The chairperson asked for comments or questions. Since the report had not been sent out prior to the meeting, Peter suggested that questions could be sent to him and that he would reply by email to everyone.

10) SET NEXT MEETING DATE & ADJOURNMENT

The trustees agreed to meet next on Wednesday, November 12 so that they could meet before the Fall Town Meeting on November 17. Mari Ann Oliveira moved to adjourn at 7:45. Motion was seconded by Anne Caldwell, and it was approved unanimously.

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HANDOUTS

The following items were distributed at this meeting.

- (1) Draft of the minutes from the previous meeting.
- (2) Draft of the proposed by-law to establish a permanent building committee with comments from town legal counsel.
- (3) Revised draft of the proposed by-law to establish a permanent building committee
- (4) Executive Summary of the Library Action Plan for FY 2016
- (5) A tentative timetable for the library building project
- (6) The Internet Use and Safety Policy
- (7) The Social Networking Policy
- (8) The Library Director's Report for September/October 2014

Minutes of the Library Trustees Meeting of November 12, 2014

1) CALL TO ORDER

Vice-chair Sharon Connors called the meeting to order at 6:05p.m. The Library Trustees present were Ann Caldwell, Lynn Cristino, and Richard Perry. Town Administrator Shawn Cadime, Selectman Gary Sagar, Library Director Peter Fuller and Associate Library Director Sharon Fredette also attended. Mike Durkay and Cheryl Faria arrived at 6:15 and they were recognized as present.

Because there were two guests who wished to address the trustees, Sharon Connors ask if there were any objections to changing the order of business and moving directly to the first item under Old Business, to consider endorsing the proposed by-law on the permanent building committee. There were no objections and the chair asked Mr. Cadime and Mr. Sagar to proceed.

2) APPROVAL OF THE MINUTES

The chair asked the trustees to review the minutes and then asked for a motion to accept the minutes pending any corrections. Cheryl Faria moved that they be accept and Ann Caldwell seconded. There were no corrections and the trustees approved the minutes unanimously.

3) MAIL

A letter from an anonymous library user was received that praised the library for its recent changes.

4) REPORT

Report from Meadows Management Committee. Cheryl Faria reported that she and two library staff members had met to review the summer kick-off program that occurred this past June. The group identified several ways to improve the program for next year. Next year's program will be on ~~Sunday, June 21~~ Saturday, June 20.

Report on Facilities Study Committee. Peter reported that the committee met on Wednesday, October 22. They reviewed the draft of the building program and discussed the suggestions to improve the document that Cheryl Bryan, the committee's consultant had made. They will be meeting again on Thursday, November 20.

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Report on the trustee's inquiry about the sign for the veteran's memorial. Mike Durkay reported that he had sent an email to John Santos, the town's Building Commissioner, and that he subsequently had a meeting with Mr. Santos. Mr. Cadime has instructed the building official to take no action on the sign because it pertained to an important community project. Mike said that there was an erroneous report that the Veteran's Memorial Committee had received the go ahead to build the memorial. The Veteran's Committee has not received approval to build. It was also erroneously reported that the ownership status of the plot designated for the memorial had change. It has not. The Zoning Board of Appeals did change the acceptable use of the plot to include a public memorial. This was done at the same meeting that the use of the Seekonk Meadows was approved. Several trustees complained about not being consulted more frequently by the Veteran's Memorial Committee. Several strategies were then discussed on ways to improve communications. The consensus was that Mike Durkay, as chairman should discuss the issue with Selectman Brady and see if he can be of assistance.

Report on the contract negotiations with the Library Staff Association. Peter reported that he and Richard Perry had attended negotiations between the Town Administrator and the Library Staff Association. Mr. Cadime is hoping to have all of the substantive issues ironed out and have something ready for the Board of Selectmen to consider at their meeting on Wednesday, November 19. Peter also reported that the members of the Library Staff Association are planning to meet on Friday, November 21.

5) OLD BUSINESS

Consider endorsing the proposed by-law on establish a permanent building committee.

The chair invited Mr. Cadime and Mr. Sagar to address the trustees. Mr. Cadime reported that he had received an email from Mike Durkay (attached) that contained several questions about the implementation of proposed by-law. Mr. Cadime responded by email (attached). Both he and Mr. Sagar were making themselves available that evening in case there were any more questions. Mr. Cadime briefly reviewed his response. Mike Durkay assumed the chair from Sharon Connors at 6:25. There were several questions of a general nature about the pros and cons of creating a building committee. Mr. Sagar reiterated his belief that the process proposed in the by-law would be more efficient and effective. He pointed-out again that the proposed changes would not affect the on-going Library Facilities Study Committee. The chair thanked both Mr. Cadime and Mr. Sagar and then asked for a motion. Sharon Connors moved that the Board of Library Trustees endorse the proposed by-law change

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that would establish a permanent building committee. Anne Caldwell seconded. After a brief discussion, the trustees voted five to one to approve.

Consider adopting a policy on naming places in the library. Two draft policies on naming spaces at the library were present by then Associate Director Cyndee Marcoux. The trustees discussed both policies and the recommend a synthesis of the two policies. It was discovered after a recent inquiry by Trustee Mari Ann Oliveira that the trustees did not receive and vote on a final draft. The library director sent an email to the trustees with a brief explanation and copies of the two original draft policies. The trustees review both policies and confirmed that that they wished to have elements of both policies included in their new policy. Peter said that he would send out a revised draft for consideration at the next meeting.

Distribute a draft of the library building program. Peter distributed a draft of the library building program. He said that the document had been reviewed by Robin Glasser, the library's consultant and Cheryl Bryan, the consultant working for the Library Facilities Study Committee. Peter said that most of the recommend changes by the consultants were incorporated in this draft. An executive summary of the document still needs to be written, and several chart, graphs and tables still need to be updated. Peter said that he want the trustees to review and discuss it the document so he could include their input before sending the library's final recommendations to the Library Facilities Study Committee. The draft will be discussed at the December meeting.

6) NEW BUSINESS

Discussion of the Operating Budget for FY 2016. Peter reported that the Town Administrator will most likely ask the department to submit their FY 20156 operating budget request before Christmas, but that they have not received any guidance from the Finance Director or Town Administrator. Peter noted that at this point in the process, the library director usually identifies major increases and opportunities for savings. He said that the library anticipates increases costs in several areas next year that will total approximately \$17,500. Peter distributed two documents. The first was a calculation of the minimum municipal appropriation that Seekonk must make in FY 2016 in order for the library to remain certified. The second document detailed the anticipated increases. The second document also laid out three proposals to implement parts of the library's action plan. These included an upgrade of the Staff Librarians pay rates, increases in the hours of operation, and the creation of a part-time staff librarian

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position. After some discussion, the Trustees felt that all three items should be included in the budget request that will go to the Town Administrator.

7) POLICY REVIEWS

Policy on Web Links. No changes were recommended. There was no discussion and no action was needed.

Policy on the Confidentiality of Library User Records . Peter asked the discussion of this policy be deferred to a future date. He said that there might have been new interpretations of state-law which would impact the wording of the existing policy. Peter said that he would like to research this further before making any recommendations.

8) TRUSTEE COMMENTS, QUESTIONS, AND SUGGESTIONS

None

9) DIRECTOR'S REPORT

The director's report was included the meeting packet. The chairperson asked for comments or questions. Since the report had not been sent out prior to the meeting, Peter suggested that questions could be sent to him and that he would reply by email to everyone. The meeting packet also contained a journal article titled, *America's Star Libraries* by Ray Lyons and Keith Lance that appeared in the November 1, 2014 edition of Library Journal. Peter thought that the trustees might find it interesting because it discusses performance measures that are used to evaluate libraries.

10) SET NEXT MEETING DATE & ADJOURNMENT

The trustees agreed to meet next on Wednesday, December 17. Sharon Connors moved to adjourn at 7:45. Motion was seconded by Lynn Cristino, and it was approved unanimously.

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HANDOUTS

1. The following items were distributed at this meeting:
2. Draft of the minutes from the previous meeting
3. Letter from an anonymous library user

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4. Two drafts of a policy on naming rights
5. Calculation of the MAR for FY 2016
6. Draft # 4, Library Building Program
7. Library budget analysis for FY 2016
8. Web links policy
9. Policy on the Confidentiality of Library Users Records
10. The Library Director's Report for October/November 2014

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1) CALL TO ORDER

Mike Durkay called the meeting to order at 6:15 p.m. Library Trustees present were: Ann Caldwell, Sharon Connors, and Cheryl Faria. Director Peter Fuller and Associate Director Sharon Fredette also attended.

2) Approval of the Minutes

A draft of the minutes was sent by email with the agenda. An updated version of the minutes that corrected the date of the Meadows Summer Opening Program from June 21 to June 20, was distributed at the meeting. Ann Caldwell moved that the corrected minutes be accepted and Sharon Connors seconded. The trustees approved unanimously.

3) Mail

The trustees received a letter from Dianne Carty, Director the MBLC confirming the award of \$12,375.08 as the first allotment of state grant money for FY 2015. Peter noted that the second allotment might be reduced because of proposed cutbacks in state-aid to cities and towns. The trustees received an invitation to a Breakfast for State Legislators from the SAILS Legislative Breakfast Committee. The committee also requested a donation to offset some of the cost.

4) Reports

Cheryl Faria delivered a brief report from Meadows Management Committee. She had received a request by email for information about the community gardening project. The inquirer indicated that he had difficulty obtaining information from the library staff. Peter said that the standard practice was to refer people to the Seekonk Meadows page on the library website. He said that he would check to make sure that everyone was following that procedure.

5) Old Business

Adoption of a Policy for Naming Items and Places at the Library -- A new draft of a Policy for Naming Items and Places at the Library was distributed both prior to and at the meeting. Cheryl Faria moved that it be accepted and Anne Caldwell seconded. Sharon Connors raised a question about the second item under the General Guidelines section. She felt that it did not reflect on the trustee's concern that naming rights were not to award based solely on the size of the donation. She said that the intent was to make sure that there was a local connection with the community. Several changes to the sentence were recommended but there was no consensus on the suggested language. Cheryl and Anne withdrew their motion at the request of the chairperson, and the Peter was asked to write a new sentence and resubmit the policy at the next meeting.

Discuss the Library Building Program -- Draft copies of the proposed Library Building Program were distributed at the last meeting. Peter subsequently emailed a more up-to-date version of the document. Peter said that he would like to have the input of the Trustees before submitting it to the Library Facilities Study Committee as the library's official recommendation. The trustee did not have time to review the document so there were only a few questions. The chairperson

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suggested that item be brought up at the next meeting when more of the trustees were present. Peter recommended that the trustees focus on Sections IV, V and VI.

6) New Business

Report on the Survey on Library Hours – The library has been surveying users about potential changes in the library schedule. Peter emailed a preliminary report to the trustees on December 15 based on the data from about 400 survey forms. In Peter's opinion (1) there is sufficient interest to justify opening at 9:00 am six days a week and staying open until 5:00 pm on Saturday, (2) there does not appear to be sufficient interest in extending hours in the evening until 9:00 pm., and (3) there is strong interest in Sunday hours. Peter felt that further analysis would be needed before he could recommend opening on Sundays.

Discuss and consider adopting the FY 2016 Operating Budget request – Peter presented two budget opinions to the trustees. He noted that the instructions issued by the Finance Director requested department heads be prepared to defend their budget request using the Zero-Based Budgeting approach. Peter submitted two budget proposals for the consideration of the trustees based on the proposed Action Plan of FY 2016 and the options discussed at the November meeting of the trustees. Peter noted that several known increases had to be incorporated into the budget. These included an increase in the SAILS membership assessment, an increase in the minimum wage, step increases for three employees as per the collective bargaining agreement, increases in network and computer equipment maintenance, and an upgrade in the telephone system software. He also included is 2% merit increases for himself and the associate director. The administrative staff is eligible for merit increases in a range from nothing to 3.5%. For the past several years, the trustees have felt it prudent to budget an amount around the mid-point of the range. Peter said that he anticipates the unionized staff to settle for a 2% cost of living increase. This increase is not included, however, in either of the proposals.

The first proposal, as summarized on Sheet # 1 includes funding to increase the wage scale of the staff librarians. The staff librarian position is the only one where the library is not currently paying competitive wage when compared to libraries of similar size and performance. Peter is concerned that (1) the library will not be able to retain the two exceptional librarians currently working here, and (2) the library will not be able to recruit quality librarians in the future. Peter has sent this data to the Town Administrator and discussed this need with him. Both agree that it would be difficult to address this through the current negotiations for a new collective bargaining agreement. The first proposal also eliminates funding for substitute librarians and seeks additional funding needed to create a part-time staff librarian position. The second proposal as summarized on Sheet #2 does not include funding for either an upgrade in staff librarian position or a part-time librarian.

Sharon Connors move that the trustees recommend to the Town Administrator an operating budget of \$899,239 for fiscal year 2016 as reflected in the first proposal (the spreadsheet labeled, FY 2016 Budget Request: Summary Sheet # 1).

There was a brief discussion about the long-term personnel needs of the library. The consensus among the trustees present was (1) that the library must be able to recruit and retain skilled librarians, and (2) that it was highly desirable to consolidate and reduce the number of staff

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people when it can be done without compromising hours of service. The trustees then voted unanimously to approve the motion.

7) Other items that could not be reasonably anticipated forty-eight hours in advance of the meeting by the Chairman – None were presented.

8) Policy Reviews --

Meeting Room Policy – Because of the recent complaint about a library program during which the presenter is said to have made a sales pitch for his products, Peter had asked to have a discussion of the policy put on the agenda. Peter included in the meeting packet copies of the policy, the meeting room request form, and a letter from the director to businesses requesting to use the meeting room. Peter said that the library's expectations of business presenters are clearly stated and in this particular case, the librarian responsible for the program did review these expectations with the presenter. He noted the library did not have the resources to monitor the content of all programs. He did not feel that changes were needed in the policy. He suggested that some procedural changes could assure that presenters comply completely with the library's guidelines.

9) Director's report – Peter has emailed his report to the trustees prior to the meeting. Copies were also available at the meeting. There were no questions on the report. Peter also distributed a copy of his self-evaluation of his performance. The Trustee's had requested this as the initial step in the evaluation process.

10) Trustee comments, questions, and suggestions – None

11) Set next meeting date & adjournment

The next meeting was set for Wednesday, January 21. Cheryl Faria moved to adjourn the meeting at 7:15, and Sharon Connors seconded. The trustees then voted unanimously to approve.

The following documents were distributed at this meeting:

1. Letter from Dianne Carty, MBLC Director regarding state funding
2. Letter from the SAILS Legislative Breakfast Committee
3. Draft of the Minutes from the previous meeting.
4. Draft of a Policy on Naming Things and Places at the Library
5. A copy of the Library Meeting Room Policy
6. A copy of the application to use the meeting room
7. A copy of the director's letter to businesses applying to use the meeting room.
8. A copy of the executive summary of the Library Action Plan for FY 2016
9. A sheet showing how the Municipal Appropriation Requirement for state certification is calculated
10. Budget Proposal, Summary Sheet # 1
11. Budget Proposal, Summary Sheet # 2