

Seekonk Public Library Board of Library Trustees

Minutes of the Meeting on Wednesday, December 22, 2010

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

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

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

6) New Business

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

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

b) Technology Plan. Mr. Fuller reported that the library needs to have a written technology plan that has been approved by the MBLC in order to apply for telecommunication discounts under the federal E-Rate program. Although these plans are supposedly comprehensive, they are really targeted to telecommunications, telephone and Internet service. They are written largely according to a prescribed format supplied to us by the MBLC. The staff had hoped to deliver a draft for your consideration at this meeting. The plan is still being reviewed internally, however. The Trustees agreed that if the plan was sent out a couple of weeks before their next meeting that they will try to expedite approval.

c) Confidentiality of Library Records Policy. Mr. Fuller reported that the Seekonk Police Department had confiscated some library video games believing that a crime was about to take place. The video games had been check-out of the library and the police officers observed the suspects removing the library identification from the items. The suspect later admitted that they were going to trade them in at Game Stop, a local retailer. The Detective called the library and asked for names of the persons who had checked-out the items. Mr. Fuller citing the library's Confidentiality of Library Records Policy had to decline. Mr. Fuller indicated that he had also spoken with Chief Charron about the matter. Mr. Fuller suggested that policy be revised to afford the library director with greater latitude; particularly in circumstances where the inquiry is limited in scope

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

7) **Library Director's Report**

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

8) **Certification of bills**

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

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

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

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