



Library Trustees Meeting minutes

January 11, 2016

Attendees

Lisa Kane/Chairwoman, Joanne Geneva/Secretary, Liz Fritz-Keyes/Trustee (voting members)

Betsy Rajotte/Library Director, Shannon Duffy/Youth Services Librarian (non-voting attendees)

Call to Order

3:30pm

Agenda

Review of Minutes

- The November 2015 minutes were reviewed. One correction was made to the Director's report. The balance amount for the Planning and Design account was incorrectly recorded in the minutes as \$6,802.97. It was corrected to read \$56,802.97. The amended minutes were unanimously approved.

Youth Services Director's report

Children's Services

Past Programs and Attendance Numbers:

Between November and December, we had 23 children's programs with a total of 204 people in attendance.



Upcoming Programs:

Storytime Sessions: (five week sessions)

Drop-in Baby Storytime: Tuesdays at 10:30 on Jan 19, 26, Feb. 2, 9, 16 (ages 6-24 mons.)

Toddler Storytimes: Wednesdays at 10:30 on Jan. 20, 27, Feb. 3, 10, 17 (ages 2-3 yrs.)

Preschool Storytime: Thursdays at 10:30 on Jan. 21, 28, Feb 4, 11, 18 (ages 3-5 yrs.)

Other Events:

Hat Day Storytime: Friday, Jan. 15th at 11AM (ages 1-5)

PJ Storytime: Thursday, Jan. 28th at 6:30 PM (ages 4 and up)

Groundhog Storytime: Monday, Feb. 1st at 3:30 PM (ages 4 and up)

Valentine's Storytime: Friday, Feb. 12th at 4 PM (ages 4 and up)

Visit with Dawn! This is a demonstration by and visit with a service dog in training and her human. Tuesday, February 16 at Noon.

Valentines for Veterans will be Monday the 11th (today). The mailbox will be left out until Monday Feb. 8th. The cards will be sent to veterans at the VA hospital.

Lego Club Meetings:

Thursday, January 14th at 4pm

Monday, February 8th at 4pm

Shannon visited the Middle School Research Skills classes to talk about teen and tween events and programs offered at the public library. She also did book talks of some of the new titles that are available.

Teen Services

Past Programs and Attendance Numbers:

Between November and December, we had 5 teen programs with a total of 9 people in attendance.

Upcoming Programs:

Let it Snow Globe Craft

Geek Club Meeting: Wed., Feb. 3rd at 3 pm. We will be discussing the James Patterson book Maximum Ride (print or graphic novel).

Teen Advisory Meeting: Wed., Feb. 10th at 3 pm

Teen Movie: Tuesday, Feb. 16th at 2 pm.

Director's Report ~ Jan 2016

Meetings attended:



December 2, 2015- Focus group for strategic plan for C/WMARS at Millbury P.L.

December 4- C/WMARS Executive Committee conference call

December 15- Chain of Lights follow-up. They reported record numbers in attendance at the Chain.

January 5- Department Heads

January 6- Wellness committee

January 7- Library Building Needs Committee

Miscellaneous:

Dec. 7 Our Charter line was upgraded. The new speed is 100M/7M. This adds approximately \$100 to our annual CWMARS assessment.

Dec. 24 There was a blockage in the sewer line and sewage backed up into the boiler room, back hallway and EMT area. Very luckily the library was spared. After conferring with Lisa I decided to close at noon instead of 2 pm as we had originally planned. The leach field for the building is not leaching at this point so is being pumped weekly. This is not related to the blockage that was just experienced but is another problem. There is no direct cost to the library for the weekly pumping.

The Long Range Plan Committee will have its first meeting on January 28. I have two committed members so far, I'm still looking for another 2.

Adult programs:

Adult program attendance has been pretty static. We had nice turnouts for book groups in December. I haven't counted knitting in the Nov/Dec statistics because no one has been coming.

I have some adult programs planned for spring including a talk on backyard chickens, a talk on stone walls, a talk on coin/money collecting, and a pastel workshop. The Coin workshop is free and the pastel workshop is at least partially subsidized by a grant. We still have not heard from the Cultural Council to let us know if we have received partial or full funding for our grant. There has been a suggestion to host a Digital Photography Workshop. Discussion included a suggestion to contact April Brown a community member who might be interested in hosting or may know someone in the field. Cost would be a factor and possibly an issue in moving forward with such a workshop.

We are kicking off an Entrepreneur Greenhouse on January 26. Neetha, one of our Library Technicians is working on organizing this series for us. The organization that runs these events is called Krosslink. There will also be someone from SCORE. They are retired business people who mentor. This will be a monthly meeting that alternates between speakers and letting entrepreneurs 'pitch' their ideas while providing networking. The first meeting will feature local business owner Kelly Greenwood of REV Health & Wellness as the speaker.

Friends:

The Friends of the Library had a table at the school complex at Chain of Lights on December 5. They met on December 11. They are not proceeding with the wine tasting they had planned but with an alternate idea to be held at the Wormtown Brewery in Worcester. There is currently no date set for this event.

Staff:

Staffing has been consistent. We have been lucky to have Gabby home from college on break so we've had extra coverage over the holidays. We were also able to get a few extra inventory projects done.

LBNC:



The LBNC did not meet in December. The RFQ for the OPM (Owner's Project Manager) was issued and advertised in the Telegram and Gazette and in the Central Register. The cost of running the ad in the Telegram was \$60 which was paid for out of the Grant. Advertising in the Central Register is free. Responses are due Friday, January 15 by 11AM. So far there have been 26 requests for packets. The next step is for the Selection Committee to review and score the candidates. The Selection Committee will include members of the Building Needs Committee, Trustees and John Couture the town Building Inspector. The Committee will recommend a candidate to Jim Smith who then has 30 days to negotiate with the candidate.

Upcoming:

Shannon and I will both be teaching Enrichment at the school this coming session. Our sessions are "Star Wars" taught by Betsy and "Cookies & Canvas" by Shannon.

Food For Fines in February

Pajama collection in February for Cradles to Crayons. We did this last year. All items stay in MA.

Old/New Business

- FY15 Budget - The budget was reviewed and approved. The full report will be submitted for inclusion in the annual Town Report.
- Liz Keyes announced that she will not run for re-election to the Board of Trustees in the spring.

Next meeting dates

- March 21, 2016 @ 3:30
- April 25, 2016 @3:30
- May 23, 2016 @3:30

Long Range Planning Meeting Dates:

- March 3 @6:30pm
- April 7 @6:30pm

Next Meeting Agenda Items

- Director's Report
 - Youth Services Director's Report
 - Old/New Business
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Adjournment



The meeting was adjourned at 4:35 PM

