

Lucius Beebe Memorial Library  
Board of Library Trustees

**Meeting Date: January 15, 2020**

**Meeting Location: Trustees Room, Lucius Beebe Memorial Library**

**Trustees Present**

Jeffrey Quinn, Chris Barrett, Laura Godwin, Adam Rodgers, Aimee Lominac, Tim Healy, Susan Wetmore

Staff: Catherine McDonald, Jaclyn Powers

**Documents**

Agenda

Secretary's Report

Staff Reports (December and January)

Operating Budget Status Report

Gifts and Grants Status Report

Draft Fifteen Year Capital Plan

Statistics Comparing School-Age Cardholders versus Public School Enrollment for Wakefield  
Town Policy Regarding Recycled Product Procurement, Issued by the Department of Public Works

Scanlon not present, Healy acting Chair for this meeting.

**Healy called the meeting to order at 7:06 PM**

**Acceptance of Secretary's Report**

Lominac moved to accept Secretary's Report from November's meeting, Barrett seconded, motion passed, unanimously approved.

**Staff Reports**

Quinn moved to accept the director's and staff reports, Lominac seconded.

Reports from November and December were discussed, as there was no Trustees meeting in December.

Discussed staff vacancies, and difficulty in filling Children's Librarian positions in the current market.

Discussed controls on the RFID tokens and their data.

Discussed year-over-year changes in checkouts. The change is driven by the recently adopted auto-renewal policy.

Discussed use of the Mail Chimp email service.

Discussed changes related to the library's involvement with the Friends of Beebe book donations. The Friends have stopped accepting book donations while they re-evaluate their fundraising plans. The library is working on evolving its partnership with the Friends as those changes develop. Book sale specifics for this year are to be determined.

Discussed disposal of books removed from the collection as part of the wedding process. Weeded books go to More Than Words.

The motion to accept the staff reports was approved unanimously.

**Public Participation**

None.

**Correspondence:**

None.

**Budget:**

See below.

**Building and Grounds:** Investigation into zoning ordinance regarding electronic signs is ongoing.

**Friends:** see above.

**Gift Funds:** Discussed encumbrances for the RFID system for collection tracking, as well as for Plaza Jazz.

Discussed plans for Keough gift fund.

**Legislative Advocacy:** Discussed upcoming legislative breakfast schedule. Legislative Day is 4/2/2020.

**Personnel:** None

**New Business**

Discussed draft capital plan. DPW suggested putting in a request for funding to complete the plans for new carpeting. They also suggested looking for a grant to do an exploratory study of the area below the Main Street stairs and plaza as an initial step in long term replacement/repair plans for that area.

Discussed the time required to replace the carpeting. The library would likely need to close to complete the replacement.

Discussed a building tour for Trustees, to better inform the board on the state of the facility.

Discussed youth cardholder statistics.

Discussed digital transmission of Trustee board meeting documents to the Board as part of the town's Recycled Product Procurement process.

Discussed reminder to Trustees to take required Ethics training/test.

Next meeting is scheduled for February 26th.

**Adjourn**

Lominac moved to adjourn, Barrett seconded, motion passed, unanimously approved.

Meeting adjourned at 8:06 PM.