

Lucius Beebe Memorial Library

Board of Library Trustees

Meeting Date: January 16, 2019

Meeting Location: Trustees Room, Lucius Beebe Memorial Library

Scanlon called the meeting to order at 7:06 PM

Trustees Present

Kevin Scanlon, Jeffrey Quinn, Joe Tringale, Susan Wetmore, Aimee Lominac, Cindy Schatz, Jack Havelick, Tim Healy

Staff: Catherine McDonald, Jaclyn Powers

Documents

Agenda

Secretary's Report

Staff Reports

Operating Budget Status Report

Gifts and Grants Status Report

Trustees Gifts Funds Summaries

Library Gifts Received for Deposit Summary

Value of NOBLE Membership Package

Library Legislative Breakfast Flyer

Patron Correspondence

Acceptance of Secretary's Report

Quinn moved to accept Secretary's Report from December's meeting, Healy seconded, unanimously approved.

Staff Reports

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

Confirmed dates for presentation of Library budget to the Finance Committee and the Town Council, respectively. Scanlon requested that the Trustees be informed of the times of those meetings when available. The budget is ready for presentation. A minor budget increase is expected to be offset by the retirement of Becky Rohr. Discussed replacement for Rohr, and reassignment of her several responsibilities.

Discussed Clinical Coordinator at the police department, and the support that role can provide, and has already provided, to the library staff.

Discussed operating budget.

Motion to accept the staff reports was unanimously approved.

Public Participation

None.

Correspondence: library staff received praise and thanks from the Wakefield Arts and Crafts Society.

Budget: Scanlon requested copies of the budget prior to FinCom / Town Council meetings.

Building and Grounds: None

Friends: The Friends have reached agreement with the West Side Social Club to hold this year's book sale.

Gift Funds: First Financial Trust reached out to set up the annual presentation to the Trustees. They will present at the May or June Trustees meeting.

Discussed total income of gift funds, and the Board's ability to spend income on the funds.

Discussed gift fund held with Fidelity.

Charter Committee: no news

By-law Committee: no news.

Legislative Advocacy: Schatz had sent an email regarding the upcoming Legislative Day in Boston. Also, this year's Legislative Breakfast is in Reading on 2/14.

Blossoms: See New Business.

Personnel: signed Director's evaluation.

New Business

Discussed this year's Staff Development Day. McDonald recommended Friday March 1st. Healy moved to close the library on Friday March 1st for Staff Development Day, Tringale seconded, unanimously approved.

Discussed Blossoms - the event will be held on April 27. There is a planning meeting on January 23rd, and the committee is looking for new members/volunteers. Motion by Tringale to close the library at 4 PM on April 27th to prepare for the Blossoms event, seconded by Schatz, unanimously approved.

Next planned meeting is scheduled for February 13th. The meeting will begin at 6:30 to accommodate a planning exercise in support of development of the next Five Year Plan.

Adjourn

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

Meeting adjourned at 7:42 PM.