

# **Lucius Beebe Memorial Library**

## **Board of Library Trustees**

**Meeting Date: February 13, 2019**

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

**Scanlon called the meeting to order at 6:35 PM**

### **Trustees Present**

Kevin Scanlon, Jeffrey Quinn, Joe Tringale, Susan Wetmore, Aimee Lominac, Cindy Schatz, Jack Havelick, Tim Healy, Mike Bourque  
Staff: Catherine McDonald

### **Documents**

Agenda  
Executive Session Minutes  
Secretary's Report  
Staff Reports  
Operating Budget Status Report  
Gifts and Grants Status Report  
Trustees Gifts Funds Summaries  
Library Gifts Received for Deposit Summary  
Library Budget  
Patron Correspondence

### **Acceptance of Secretary's Report**

Schatz moved to accept Secretary's Report from January's meeting, Tringale seconded, unanimously approved.

### **Staff Reports**

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

Discussed theft of donated goods resulting in no trespassing notice to a patron.

Discussed intern responsibilities, including help with technology, Plaza Jazz, and other tasks as needed by the staff.

Discussed Plaza Jazz - most of the summer had already been booked.

Discussed action taken by custodians to address leaks from HVAC condensation.

Discussed American Creed grant to the library; the grant, from an organization affiliated with PBS, supports civil civic discourse.

Motion to accept the staff reports was unanimously approved.

### **Public Participation**

Dan Sherman and Jan Digiambattista from the town Finance Committee attended the meeting. Discussed increases in personnel costs, the effect of the retirement of Becky Rohr and the budget, and budget concerns regarding waves of personnel moving up negotiated pay steps simultaneously.

### **Correspondence**

Library staff received an email from a grateful patron.

### **Budget**

McDonald had met with Town Administrator Steve Maio to discuss the proposed library budget. He raised no concerns.

Discussed bump in a lone item to engage a vendor to cover some of Rohr's tasks after she retires.

Discussed posting for replacement for Rohr.

Discussed building maintenance reductions.

Discussed book funding - funded at a level to maintain state certification.

The budget will go before the Finance Committee on Feb. 28.

### **Building and Grounds**

HVAC condensation was addressed by routine fixes to that system.

### **Friends**

The Friends have reached tentative agreement with a tenant at the Converse building.

### **Gift Funds**

First Financial Trust will address the trustees at the May meeting.

### **Charter Committee**

No news

### **By-law Committee**

No news.

### **Legislative Advocacy**

Legislative Day on Beacon Hill is March 5. This year's Legislative Breakfast is in Reading on 2/14.

Discussed the governor's budget - small increases to library funding were proposed, close to zero increase. Discussed advocacy for increased funding.

### **Blossoms**

See New Business.

### **Personnel**

Minutes from the executive session discussing the Director's performance review on 12/10 and 12/19 were submitted. Bourque moved to accept the minutes on 12/10, Healy seconded, unanimously approved. Bourque moved to accept the minutes on 12/19, Healy seconded, unanimously approved.

### **New Business**

No new business was discussed. The session moved to a Strengths Opportunities Aspirations and Results (SOAR) exercise in support of strategic planning for the new five year plan for the library. The results of the session were compiled by facilitator Barbara Alevras.

Next planned meeting is scheduled for March 20th.

### **Adjourn**

Healy moved to adjourn, Havelick seconded, motion passed, unanimously approved.

Meeting adjourned at 8:30 PM.