

# **Lucius Beebe Memorial Library**

## **Board of Library Trustees**

**Meeting Date: April 10, 2019**

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

**Tringale called the meeting to order at 7:15 PM (Scanlon arrived at 7:25 and assumed chair duties)**

### **Trustees Present**

Kevin Scanlon, Joe Tringale, Jeffrey Quinn, 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

Friends Book Sale Information Sheet

Wakefield State Representatives contact information

**Acceptance of Secretary's Report:** Healy moved to accept Secretary's Report from January's meeting, Schatz seconded, unanimously approved.

**Staff Reports:** Quinn moved to accept the director's and staff reports, Havelick seconded.

Discussed the mural being installed in the Avon street stairwell.

Discussed Kanopy digital streaming service offered through the library, and what it provides to patrons.

Discussed the Life Skills program for young adults. It has been well received by participants and plans are in place to keep the program going.

Discussed possible future use of radio frequency identification (RFID) technology in tracking and maintaining the library book collection. RFID is the next generation in technology for scanning, security and book location for libraries. RFID allows for unique identification of books as opposed to the 'dumb' inventory control devices in use now. Implementation is relatively quick, and can be done incrementally over time. Requests for quotes are out to vendors now.

Discussed the professional services budget overage. The money was spent on software acquisition and licensing. Underruns elsewhere in the budget will offset the overage.

The motion to accept the staff reports was approved unanimously.

**Public Participation:** None

**Correspondence:** None

**Budget:** None

**Building and Grounds:** Healy sent photos of the sign on the lawn on Main Street to vendors to address the condensation issue that obscures the words behind the glass. Discussed that more frequent updates would make the sign both more noticeable and more useful.

**Friends:** Schatz reported that the annual Book Sale dominated the conversation. Additionally, the Friends are in good financial health despite a slight decline in membership year over year. Additionally the Friends will sponsor a parade float in this year's Fourth of July parade.

**Gift Funds:** Discussed highlighted line item - highlighting appears to be held over from previous months, no news on the line in question. First Financial Trust will address the trustees at the May meeting.

**Charter Committee:** no news

**By-law Committee:** no news.

**Legislative Advocacy:** Schatz had emailed about an event hosted by the Library Trustee Institute. Discussed that this is the month to contact your congressman to advocate for library funding.

**Blossoms:** Discussed acquisition of tables, as well as drums for the fire pits. Discussed the VIP speaker, Dave McGillivray.

**Personnel:** Discussed the retirement of Becky Rohr - her last day in the office will be May 17.

**New Business:** Reviewed the book sale contract, authorizing the sale and transfer of books from the library to the Friends. Tringale moved to accept the Book Sale Contract, Schatz seconded, and the motion was approved unanimously.

Discussed proposed town Capital Outlay scheduled to go before the town at this month's Town Meeting. The amount in the Outlay for carpeting for the library is less than requested - the plan now will be to start the job near the end of the fiscal year, and complete it into the following fiscal year, so that both 2020 and 2021 funds can apply to recarpeting, rather than have the job done piecemeal.

The Board also extended its gratitude to Jack Havelick, who ends his tenure on the board after 18 years of service to the library and to the town. The Board thanked him and wished him well. Havelick's parting wish was that the board always work to keep the library open to the public as much as possible.

Next planned meeting is scheduled for May 15th.

**Adjourn**

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

Meeting adjourned at 7:55 PM.