

Lucius Beebe Memorial Library Board of Library Trustees

Meeting Date: May 15, 2019

Meeting Location: Trustees Room, Lucius Beebe Memorial Library

Scanlon called the meeting to order at 7:04 PM

Trustees Present

Kevin Scanlon, Joe Tringale, Jeffrey Quinn, Cindy Schatz, Chris Barrett, Tim Healy, Susan Wetmore, Aimee Lominac, Mike Bourque

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

Trustees Contact Information and Committee Assignments

Payroll/Accounts Payable Authorization

Proposed Trustee Meeting Schedule

Draft Holiday Closures 2020

Historical Holiday Closure Information - Christmas and New Year's

Summary of Conflict of Interest Law for Municipal Employees

Email from Brightview Staff

Gift Fund Report from First Financial Trust

Public Participation (moved to the first on the agenda, out of order)

Rick Ciolino and Janice Casoli from First Financial Trust (FFT) attended the meeting at the Director's request to present an update on gift funds to the Board.

Ciolino discussed asset allocation within the funds as they currently stand, and how that compares to target ranges. Discussed rationale for current asset ratios, and the funds' bond portfolio.

Discussed funds' 2018 performance vs. benchmark returns, and pros and cons of asset exposure to volatility.

Acceptance of Secretary's Report

Bourque moved to accept Secretary's Report from April's meeting, Lominac seconded, unanimously approved.

Staff Reports

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

Discussed the ongoing American Creed program.

Discussed staff file data corruption issue.

Discussed HVAC leak and repair.

Discussed Blake Gallery exhibit and related policies and procedures.

Discussed temporary network failure.

Discussed Book Talks with schools.

The Board thanked Becky Rohr for her years of service to the library and the town, and expressed deep appreciation for her hard work and dedication. The Board wished her all the best in retirement.

Discussed Newburyport Literary Festival and possible Beebe involvement.

Discussed new hire to help with cataloging and technical services.

The motion to accept the staff reports was approved unanimously.

Public Participation

See above.

Correspondence:

A grateful staff member from Brightview thanked the staff for their assistance.

Budget:

Professional Services is showing a slight overrun but will be offset by other related underruns.

Building and Grounds: Sign vendors are working on solutions to address the condensation issue that obscures the words behind the glass on the sign in front of the library.

Friends: Tringale reported that officers were nominated, and the Friends will have a booth at Festival by the Lake.

Gift Funds: Discussed encumbrances for Plaza Jazz

Legislative Advocacy: Discussed Senate budget and proposed amendments. Joint conference will iron out differences in the House and Senate Bill's, so there is still time to reach out to representatives.

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: Final numbers from 2019 event not yet available. As always the success of the event was a team effort and the result of great community support.

Personnel: none

New Business

Trustee Roster was revised to reflect election results and updated contact information.

Multiple options were discussed for nomination to the Executive Committee for the coming year. Eventually, the following motions were made and voted upon:

Healy moved to elect Scanlon chair, Bourque seconded, motion approved.

Wetmore moved to elect Tringale vice chair, Barrett seconded, motion approved.

Bourque moved to elect Quinn secretary, Barrett seconded, motion approved.

For other committees, the following assignments were agreed upon:

Budget - Bourque, Scanlon, Tringale
Facilities - Healy, Quinn
Gift Funds - Lominac, Schatz, Wetmore
Legislative Advocacy - Schatz, Tringale, Barrett
Personnel - Tringale, Wetmore, Healy, Lominac
Signers - Wetmore (plus McDonald and Powers)

Collected signature samples of all Trustees per town accountant requirement.

Trustees signed updated authorization for McDonald, Powers and Wetmore to sign documents on behalf of the library.

Discussed MLTA membership for the board.

Discussed draft meeting dates. Agreed to move the December meeting to the 11th, and the April meeting to the 15th, and leave the rest of the schedule as drafted. Bourque moved to accept as amended, Lominac seconded, unanimously approved.

Discussed draft holiday closure dates for 2020. Schatz moved to accept as drafted, Bourque seconded, unanimously approved.

Signed form acknowledging receipt of Summary of Conflict of Interest Law for Municipal Employees.

Discussed WebSense, an app that monitors web usage on library computers. The subscription expires in July, and the director suggested that it may not be worth renewing. The Board recommended looking into other monitoring solutions to see if another product would be more effective and/or affordable.

Discussed expenditure planning, to take advantage of funds on hand to start a new project or add value to the patron experience. Discussed possible future use of radio frequency identification (RFID) technology in tracking and maintaining the library book collection.

Next planned meeting is scheduled for June 19th.

Adjourn

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

Meeting adjourned at 8:52 PM.