

Lucius Beebe Memorial Library Board of Library Trustees

Meeting Date: June 19, 2019

Meeting Location: Trustees Room, Lucius Beebe Memorial Library

Scanlon called the meeting to order at 7:11pm

Trustees Present

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

Staff: Catherine McDonald, Jaclyn Powers, Jeff Klapes

Documents

Agenda

Secretary's Report

Staff Reports

Blossoms Activity YTD Comparison

Gifts and Grants Report

FY19 Operating Budget Status

Trustees' Gift Funds Report

2019-20 Meeting Schedule

Board of Trustees Contact Information

2018 Measures of Use Report

Action Plan FY19

April 2019 WebSense Statistics Report

RFID Proposal

Fiscal Years 2021-2025 Strategic Plan

Acceptance of Secretary's Report

Scanlon moved to accept Secretary's report from May meeting, Tringale seconded. Corrections made: Under "New Business" should say Chair and Vice Chair, not President and Vice President, and Bourque "moved", not Bourque "lived". Unanimously approved with corrections.

Acceptance of Monthly Staff Report

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

Discussed Holly Turner leaving

Tringale informed Board that a Wakefield 101 version is being done in NY based on our model.

Discussed new roles after Becky Rohr retired, divisions of tasks.

Catherine was invited to be on the selection committee for the new head of DPW

The motion to accept the staff reports was approved unanimously.

Public Participation

Jeff Klapes gave an explanation on WebSense, a service that monitors which websites are used. 0.02% were categorized as "adult" 72.35% were "miscellaneous". Klapes noted the filters didn't work well and give a false sense of security. Tracking since 1997 has shown the same results, no trends. Klapes proposed we cancel the service as it costs \$1700 per year and delivers no benefits. He recommends visual tracking over systems. The library has both an Internet Policy and a Behavior Policy and acknowledgements appear at every work station log on.

Schatz moved to discontinue WebSense. Tringale seconded. Motion approved unanimously.

Correspondence

None

Budget

It is expected the library will expend all funds.

Building and Grounds

Healy to call companies regarding sign on front lawn

Friends

New officers elected. Book sale was a success. Still looking for a permanent storage solution.

Gift Funds

The library received a \$10,000 donation from the Creedons.

Legislative Advocacy

Schatz reported that the State Senate and House are still working on the budget.

Personnel

Youth librarian Holly Turner resigned for a position in Woburn; Kim Nolan had just put in her notice to take a position with the Treasurer's Office.

New Business

RFID: Catherine presented on the benefits of RFID to track books. We have money in State Aid to fund it and she suggested the timing is perfect as the cost has come down and it is becoming the industry standard for libraries.

Scanlon questioned the annual cost. It was noted that removing WebSense frees annual funds. Healy noted that changing the security gates from 6 to 5 may require some prep or repair to the Main Street entrance marble floor.

Schatz inquired if there were any downsides, Catherine says none have been reported from libraries currently using RFID.

Healy asked about the transition to a new system, Jaclyn said it's a non-issue. The existing barcodes would stay because of other libraries in our system.

Catherine confirmed it is an allowable expense of State Aid.

Jaclyn recommended Techlogic between the 3 bids due to Reading library's experience, cost, and positive response.

Bourque moved to approve using \$45553 from State Aid to Techlogic to pay for RFID. Tringale seconded. Motion was approved unanimously.

Strategic Plan 2021-2025 was due 10/1 to the state but finished early. Catherine acknowledged the pluses of having a professional consultant for outside input. Focus on 5 goals.

Bourque moved to accept Strategic Plan and 2021 Action Plan. Tringale seconded. Motion approved unanimously.

Current Action Plan was mostly completed.

Schatz asked about the new town kiosks and Catherine said there is no library policy involvement. Wetmore clarified that policy will be done by Town Council.

Tringale announced stepping down from Board due to an out of town move, effective immediately.

Bourque also resigned, effective immediately.

Adjourn

Bourque made a motion to adjourn at 8:39. Tringale seconded. Motion approved unanimously.