

Lucius Beebe Memorial Library
Board of Library Trustees

Meeting Date: September 18, 2019

Meeting Location: Trustees Room, Lucius Beebe Memorial Library

Trustees Present

Kevin Scanlon, Jeffrey Quinn, Cindy Schatz, Chris Barrett, Tim Healy, Susan Wetmore, Aimee Lominac

Staff: Catherine McDonald, Jaclyn Powers

Documents

Agenda

Secretary's Report

Staff Reports

Operating Budget Status Reports for End of Year FY2019 and September

Gifts and Grants Status Report for End of Year FY2019 and September

Trustees Gifts Funds Summaries for June, July and August

FY19 Library Encumbrances

Wakefield Daily Item story regarding hornet removal on Avon St.

Email from Plaza Jazz attendee

Scanlon called the meeting to order at 7:06 PM

Acceptance of Secretary's Report

Schatz moved to accept Secretary's Report from June's meeting, Barrett seconded, unanimously approved.

Staff Reports

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

Discussed applications to fill the vacancy left by the resignation of Kim Nolan.

Discussed the Young Adult services consultant from Boston Public Library.

Discussed acquisition and roll-out of the RFID collection tracking system.

Discussed Beebe-Con, a comicon style event on 9/28. The event will have activities for the whole family.

Discussed changes in donations and solicitation process for the magazine collection.

Discussed bilingual story time.

Discussed automation of renewals when an item checked out by a patron becomes due.

Discussed Plaza Jazz season. By attendance metrics and anecdotes the season was a huge success.

Discussed encounters with troubled patrons over the summer. The staff is well trained to handle most encounters, and Wakefield Police and Fire departments have been excellent partners.

The motion to accept the staff reports was approved unanimously.

Public Participation

None.

Correspondence:

A grateful patron wrote in to thank the library for a terrific Plaza Jazz season.

Budget:

Discussed end of year budget closeout and remaining encumbrances.

Building and Grounds: Healy contacted Batten Bros. Signs to provide options for repair or replacement of the sign on the Main St. lawn. Masonry around the sign is also in need of repair.

Friends: Due to trustee resignations there was no representative at the September meeting. Healy to attend the October meeting.

Gift Funds: Discussed account movement over the summer. A \$10k gift was received from the Creedon Family.

Legislative Advocacy: The MBLC budget recommendations for FY21 has been released.

Personnel: None

New Business

Discussed applications for the two vacancies on the Library Board of Trustees. A total of eight applications were submitted to the town for the vacancies. The board discussed a variety of criteria for the vacancies. Each applicant was discussed in turn, as well as his or her relative merits for the positions. Discussed the process for the joint meeting with Town Council. After straw polls, a consensus recommendation was reached.

Quinn moved to recommend to the Town Council the appointment of Laura Cutone Godwin and Adam Rodgers to the Library Board of Trustees. Healy seconded, unanimously approved.

Next meeting will be Monday September 23rd in joint session with the Town Council. The next regular meeting is scheduled for October 16th.

Adjourn

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

Meeting adjourned at 8:30 PM.