

Lucius Beebe Memorial Library
Board of Library Trustees

Meeting Date: October 16, 2019

Meeting Location: Trustees Room, Lucius Beebe Memorial Library

Trustees Present

Kevin Scanlon, Jeffrey Quinn, Cindy Schatz, Chris Barrett, Tim Healy, Susan Wetmore, Laura Godwin, Adam Rodgers

Staff: Catherine McDonald, Jaclyn Powers

Documents

Agenda

Secretary's Report

Staff Reports

Operating Budget Status Report October

Gifts and Grants Status Report October

Trustees Gifts Funds Summary

Action Plan FY20 with Status

Meeting Schedule

Trustee Contact Information and Committee Memberships

Draft Updates to Library Bill of Rights

Draft Donor Recognition Policy

Scanlon called the meeting to order at 7:05 PM

Acceptance of Secretary's Report

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

Staff Reports

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

Welcomed new Trustees Laura Godwin and Adam Rodgers, and briefly outlined the run of a typical Trustees meeting.

Discussed Hoopla, and the move to reconcile costs with budget by restricting the number of checkouts per patron per month. The change is targeted at reducing 'browsing' checkouts, where a patron borrows or uses a title for only a few minutes.

Discussed Boston Book Festival and Newburyport Literary Festival, and opportunities for the library to contribute or participate.

The motion to accept the staff reports was approved unanimously.

Public Participation

None.

Correspondence:

None.

Budget:

A draft budget should be completed next month after Director McDonald meets with the new head of the Department of Public Works, Joseph Conway.

Building and Grounds: Healy received a proposal from Batten Bros. Signs to update the sign on the Main St. lawn. The scope of the proposal would include fitting an electronic sign within the existing masonry, removal of the existing sign, and weatherproofing. Masonry around the sign is also in need of repair beyond the scope of the Batton proposal.

Discussed permitting, and the need to verify where the library falls in existing and future zoning constraints.

Discussed the need to curtail what is displayed and how the sign is used to conform with official regulations as well as to address and mitigate the legitimate concerns that may arise from people and entities within the town regarding electronic signage.

Discussed investigating signage at other libraries.

Discussed advantages of electronic signs, including ability to update the display remotely, as well as the ability to schedule updates ahead of time.

Discussed security and responsibility for providing software patches and updates.

Batten will provide renderings to further Trustees decision making.

Healy to pursue other bids and additional information

Friends: At the Friends meeting, announced the new Trustees for those who had not yet heard, as well as the process for recommending the new trustees.

The Friends discussed a funding request from the library.

Also discussed the Hurd School as a potential solution for book sale storage. In the interim, the library is laying out plans for offloading donated books, as there is currently no place to store them.

Godwin to cover the next Friends meeting.

Gift Funds: Discussed the Marion Day bequest being placed in a town-hall account as a result of the way the estate was disbursed.

Legislative Advocacy: Discussed dates for the MBLC Trustee orientation.

Discussed MBLC legislative agenda for FY21 has been released.

Mentioned that the MBLC Trustees Handbook is on the MBLC website.

Personnel: None

New Business

Due to addition of new board members, the Trustees present signed or re-signed Trustee approval for payroll signatories, as well as the sheet providing signature of all board members to the Town Clerk.

Discussed future meeting schedule and publicly published Trustee contact information.

Discussed replacement of Joe Tringale and Mike Bourque on various committees.

Schatz nominated Healy to be vice-chair, Quinn seconded, unanimously approved.

Rodger and Godwin were added to the Budget and Advocacy committees. Barrett was moved from Advocacy committee to Personnel.

Discussed an update to the Library Bill of Rights. A new draft of the existing document adds a privacy clause to align with the national Library Bill of Rights. Discussed cooperation with law enforcement. Also looking into NOBLE policy to ensure alignment with out digital collection.

Rodgers moved to amend the Library Bill of Rights as drafted, Healy seconded, unanimously approved.

Discussed creation of a Donor Recognition policy for the library as a way to guide recognition and formalize the current ad-hoc process. The creation of the policy was instigated by recent recognition requests, and would provide flexibility for the Director and designers to recognize smaller gifts and reserve recognition for larger gifts for Trustee approval.

Discussed possible thresholds for Trustee approval, as well as limitations. Based on this discussion Director McDonald will re-draft the policy and present it for approval at the November Trustees meeting.

Next meeting is scheduled for November 20th.

Adjourn

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

Meeting adjourned at 8:50 PM.