

Lucius Beebe Memorial Library
Board of Library Trustees

Meeting Date: November 20, 2019

Meeting Location: Trustees Room, Lucius Beebe Memorial Library

Trustees Present

Kevin Scanlon, Jeffrey Quinn, Cindy Schatz, Chris Barrett, Laura Godwin, Adam Rodgers,
Aimee Lominac

Staff: Catherine McDonald, Jaclyn Powers

Documents

Agenda

Secretary's Report

Staff Reports

Operating Budget Status Report

Gifts and Grants Status Report

Trustees Gifts Funds Summary

Draft Fifteen Year Capital Plan

Notes on Beebe Library Capital - Facility

Draft FY21 Budget for the Library Department

Trustee Contact Information and Committee Memberships

Confidentiality of Intellectual Inquiry Policy and Procedure

Draft Donor Recognition Policy

Notes on Macmillan eBook Embargo

MBLC Local Aid for Public Libraries Flyer

Scanlon called the meeting to order at 7:06 PM

Acceptance of Secretary's Report

Schatz moved to accept Secretary's Report from October's meeting amending a typographical error (changing "out collection" to "our collection"), Barrett seconded, motion passed, unanimously approved.

Staff Reports

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

Discussed traffic counters providing faulty head counts at the entrances, and the impact that would have on year-over-year comparisons.

Discussed the recently implemented auto-renewal policy for books that are eligible to be renewed and would otherwise be overdue, and the impact that has on circulation statistics.

Discussed donation of older staff computers to the Boys and Girls Club.

Discussed a new program introducing new patrons to the library based on Wakefield 101, tentatively titled Library 101.

Discussed fee structure of Hoopla and Kanopy.

Discussed opportunities for the library to participate in the town's homelessness resource program.

Discussed use of the former Hurd School building for the Friends of Beebe book sale.

Discussed Halloween activities on the library steps. The event was considered a success.

Discussed Confidentiality of Intellectual Inquiry policy and procedure as a follow up to the discussion at the October trustees meeting.

Discussed new task and team management approach allowing for easier coordination of work within and between departments.

The motion to accept the staff reports was approved unanimously.

Public Participation

None.

Correspondence:

None.

Budget:

A draft budget for CY21 was presented and discussed.

Building and Grounds: No update.

Friends: At the Friends meeting, they discussed the arrangement to use the former Hurd School building for book sale use, specifically book storage.

They also discussed promotional material.

The Friends approved a donation requested by the library.

Gift Funds: No discussion.

Legislative Advocacy: Discussed MBLC legislative agenda for FY21.

Personnel: None

New Business

Discussed draft budget for FY21, which is in good shape at this point of the process. Growth seen in certain areas is offset by lower personnel costs resulting from recent turnover.

Discussed contractual pay increases for staff, as well as the timeline for the Director's contract process.

Discussed threshold required by the MBLC to receive state aid funding. Technology that can be checked out (such as tablets in the Children's area) count toward the threshold.

Schatz moved to accept the draft budget as presented, Barrett seconded, motion passed, unanimously approved.

The donor recognition policy draft was amended to refer permanent labeling anywhere in the library to the Board of Trustees.

Lominac moved to accept the policy as amended, Godwin seconded, motion passed, unanimously approved.

Discussed the 15 Year Capital Plan. Discussed planned security access upgrades that were dropped due to physical and network architectural incompatibilities between the current library and the proposed security solution.

Discussed a general approach to interior painting updates that fits within capital funding and works in terms of scheduling and minimizing disruptions.

Discussed HVAC upgrades.

Discussed an approach to carpeting updates that fits within the capital funding profile.

Discussed percentage of the town that has a library card as a way to refine and give context to library usage metrics. Specifically, library card penetration rate by demographic was discussed as a potentially useful way to target and tailor library services.

Discussed increased elementary school programming as a way to bridge the gap between the highly successful toddler programs and the popular Young Adult programs.

Next two meetings are scheduled for December 11th and Wednesday January 15th.

Adjourn

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

Meeting adjourned at 8:06 PM.