

Lucius Beebe Memorial Library  
Board of Library Trustees

**Meeting Date: February 26, 2020**

**Meeting Location: Trustees Room, Lucius Beebe Memorial Library**

**Trustees Present**

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

Staff: Catherine McDonald, Jaclyn Powers

**Documents**

Agenda

Secretary's Report

Staff Reports (December and January)

Operating Budget Status Report

Gifts and Grants Status Report

Gift Fund Summary

**Scanlon called the meeting to order at 7:05 PM**

**Acceptance of Secretary's Report**

Rodgers moved to accept Secretary's Report from the previous meeting, Lominac seconded, motion passed, unanimously approved.

**Staff Reports**

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

Discussed shifting and rotating of responsibilities amongst library staff driven by retirements and attrition. Discussed rotations not just as a necessity but as a mechanism for talent retention.

Discussed the onboarding process for new hires - onboarding of library staff is done primarily by the library, but a few standardized items are handled directly by the town.

Discussed the concept of Library of Things, wherein libraries add objects other than books to their catalog; for example Beebe has a telescope and some handheld heat sensors that patrons may check out. If Beebe is able to reach a certain threshold of items the town Department of Public Works would qualify for a grant. The Director is discussing the idea with the town DPW.

Discussed the library offering a program to support the town's composting effort.

Discussed January circulation totals. The year-over-year jump in numbers is the result of the auto-renewal policy implemented last year. The increase in holds year-over-year is an artifact of staff holds on high-circulation items to harvest them to complete the RFID tagging process.

Discussed planned rollout of a self-checkout desk in April.

The motion to accept the staff reports was approved unanimously.

**Public Participation**

None.

**Correspondence:**

None.

**Budget:**

The last presentation of the budget is with the Finance Committee on 2/27.

**Building and Grounds:** The library is still waiting on Info from the vendors on installing a new sign on Main Street.

**Friends:** The Friends discussed the need to pick up new members. An Open House event is planned for March 8 at the library to drive membership. The next meeting is scheduled for March 5, Scanlon to represent the Trustees.

**Gift Funds:** Discussed expenditure for scanner servicing.

**Legislative Advocacy:** Discussed upcoming advocacy event at the Peabody Institute in Danvers. Legislative Day is 4/2/2020.

**Personnel:** None

**New Business**

Discussed planned closure for July 4 holiday falling on a Saturday this year. In the past, when July 4 has fallen on a Saturday the library has generally closed just on the 4th, but for the most recent occurrence in 2015 the Library closed on Friday the 3rd as well. Barrett moved to close the library on July 3rd, 2020 and July 4th, 2020, Lominac seconded, unanimously approved.

Discussed plans for an overhaul of the library's website. Discussed the history of the website. The Director and Staff looked at other local library websites and researched the vendors they used to update their sites. Three vendors were looked at closely: Stirling, Clearpeak and Bartlett. Clearpeak appeared to require an ongoing service contract to maximize value, and therefore had higher lifetime costs. According to staff research, development costs with Bartlett would be lower than with Clearpeak.

Discussed the types of information users look for on a library website as opposed to a school site or another kind of website. Discussed funding; plan would be to use existing in-hand State Aid funds as opposed to gift funds or Friends donations. Discussed difference between IT Capital and in-house IT spending.

Discussed ensuring that the site is mobile-friendly. Discussed staffing of the project, including naming a dedicated project manager.

Discussed if any public feedback on the current website had been collected. Discussed beta testing to be conducted by the vendor. Discussed a preview or demo of the redesigned site for the Trustees.

Barrett moved to engage Bartlett to redesign the library website and to spend up to \$16,065 completing it, seconded by Quinn, unanimously approved.

Discussed a building tour for Trustees, to better inform the board on the state of the facility.

Discussed a zoning change proposed by The Savings Bank. The zone to be updated includes part of the library building. The Director will research the full impacts to the library and present the information at the next Trustees meeting.

Next meeting is scheduled for March 18th.

### **Adjourn**

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

Meeting adjourned at 8:18 PM.