

MADISON LIBRARY
BOARD OF TRUSTEES MEETING
DECEMBER 18, 3:30 PM
CHICK ROOM, MADISON LIBRARY
APPROVED MINUTES

ATTENDANCE: Peter Stevens, Chairperson; Susan Bailey, John Filson (via WebEx), Ron Force, Angela Johnson, Cheryl Littlefield, Tom Reinfuss, Mary Cronin, Library Director.

ABSENT: Sandra Carr, Mary O'Neil, Fay Melendy, Friends of the Library

ALSO ATTENDING: Bruce Kennedy

CALL TO ORDER: Chair Peter Stevens called the meeting to order at 3:30 PM

APPROVAL OF MINUTES: Trustees Meeting, November 20, 2013: Motion by Ron Force to approve the 11-20 minutes, seconded by Tom Reinfuss. There was one correction on the date of the next meeting. With this correction, the amended minutes were approved unanimously.

REPORT OF THE TREASURER: In the board packet. Treasurer Angela Johnson said Wells Fargo is up again on market fluctuation of \$351.50 and there are dividends of \$62 from Abbot and Paychex. Angela said the Wells Fargo investment looks good at \$14,885.24. She said there is still no statement from the Jackson Annuity and she will call and find out why. She said the drawdown on the town budget is at 90.2% and we have \$6,604.95 left, with bills totaling \$4,261.92 to pay in December; so we should come in within our plan. She said we've pretty much used up the Believe in Books account, and there is a little left in the Sponsor a Book account. She said in new accounts we have \$1,236 in Leonora's Memorial fund. She said the FOML gave us \$5,000 for KOHA and we have \$881.69 to carry over for any update on the software or any automation. Peter Stevens said at the next meeting we will know how we come out vis-a-vis the town and it would be nice if we return something. Angela said we should have about \$2,000 to turn back. She said the Maintenance funds will be gone and there will be about \$1,000 left in Library Assistants.

Motion by Ron Force to approve the Treasurer's Report with gratitude, seconded by Cheryl Littlefield. The motion passed unanimously.

LIBRARY DIRECTOR'S REPORT: In the board packet. Library Director Mary Cronin summarized the report: the software upgrade went well; the label replacement work by staff and volunteers is almost done and the new labels look very nice; Mary has ordered 3 blinds to filter out UV rays and reflect heat out in the summer and heat in in the winter; the afterschool program for the SeaPerch ROV tech club project will start on January 6 with two volunteers who will get training and run it; Mary will write a grant for supplies for the tech club. Mary said an individual had offered to sponsor the project as well. Mary said the two volunteers for the tech club project will have background checks done. She said they will be making remote control submarines going through an obstacle course in a pool and there will be a local competition at Purity Springs before the big one at UNH. Peter Stevens asked about the outlet for the new dehumidifier. Mary said the dehumidifier should not be plugged into an extension cord and it should be as close to the drain as possible. She said we can wait till we have other electrical work done. Mary said on Monday, December 30, she and Sloane and Cam will have a staff work day to meet and talk about the

strategic planning process and some of the year-end issues. She asked if the trustees would consider contributing funds so she could supply lunch. Mary said the stats for circulation and visits are down about 14% for the year, which is happening at all libraries. She said librarians are trying to offer more readers services like providing suggested books and trying to get speakers in at conferences to talk about this situation. She said we need to find out what kind of services people are looking for, for strategic planning. Susan Bailey said she saw this as an opportunity for the library to become even more of an asset for the community. Mary said the plan we're working on will answer that. Ron Force said it's absolutely key for libraries to remain relevant and to keep pace with what's going on in society. Mary said a volunteer is typing up obituaries and Mary is putting them in a searchable database which will also contain visual history local archives. There was a discussion about assistant librarian rates which aren't quite aligned with the town with the difference of a few cents an hour; the board decided to keep the rates as they are.

GALLERY: No report.

FRIENDS OF THE LIBRARY: Not much to report, just planning for the barn tour in July.

OLD BUSINESS:

Planning for Strategic Plan: John Filson reported via WebEx that he and Mary Cronin have been working on this for the past month and have come up with a draft of an outline to deal with strategic planning. He said the first step is to establish a preliminary working group, which has been done and consists of himself and Mary Cronin. He noted that trustees are in charge of this process and have oversight and must approve everything the planning committee does. He said we would like to develop a more detailed schedule and budget and what we think it will cost to do this in the next month or so and start assembling relevant documents. He said in early spring we will develop some terms of reference for a planning committee, just a short statement to tell the committee what is expected of them and what we expect the outcome to be. He said we don't want to go off on a tangent but to keep to some sort of schedule and budget that the trustees have approved. He said we will draft terms of reference and guidance. He said the next step is to try to identify members of the planning committee, with broad representation from the community and maybe specialized representation from people who are aware of the current technology and what's out there. He said we need to identify and invite them and give them the relevant documents and have the initial meeting of the planning committee hopefully in April, which he said he will attend, to lay out a plan for collecting community input, discuss how to engage community interest, and have a listening session to find out what services they would like to see. He said perhaps at this point a document could be drafted so that we are all on the same page in terms of what we have to fill in. He said he would like to give out writing assignments so they will know what to listen for. He said after spending late spring and early summer gathering community input, he hoped to complete the plan in August and come up with a first draft of perhaps 20 pages. He said in the fall the trustees could publicize the plan. He said this is a starting point and he would leave it at that. Mary noted that we do need to include something in the budget for the planning costs; next month she and John will have to work on that budget. She said right now it's just a placeholder number, around \$300 for postage and supplies. John Filson added that we're not anticipating a lot of publication costs; it could be posted on the website with just a few hard copies. Bruce Kennedy asked if survey could be done on line, and Mary said yes, absolutely. Peter Stevens said it looks like most of the work will be in community engagement and that is all scheduled for the summer when school is not in session. Mary said it will also take place in May and June. She added that folks will be here in the summer who are a big part of our support through taxes and

they are heavy library users. Peter said he felt this was sort of doing the whole thing in the summer and that maybe it should be more than summer. Mary said putting the committees together might give the best time frame because it will give their schedules; this just gives a target. Peter said he thought there might be things that don't fit in that May-June period. Susan Bailey asked if a community listening session is like a focus group, and Mary said it's bigger than a focus group with a more open invitation. Susan suggested a website to the board, a building community toolbox that provides simple steps to building a community. Ron Force said this was valuable input. John Filson said he was looking for the go-ahead to continue with the plan, and the trustees said they liked the plan and thanked John for his work.

Space planning/library improvement: in the board packet. Mary drafted a memo for wording of a warrant article for interior renovations, relocation, and construction work. She said the trustees will have to stand up and explain it at the town meeting. This was discussed. Peter Stevens said there was going to be a letter to the town to alert them that John Neal checked the building and had concerns about the sill and leaking water. The wording of the letter was discussed. Mary said she will talk to John Neal again about specific concerns. Susan suggested that John Neal send the board a letter that we can forward to the town. Ron Force said if he just sent an e-mail we could turn it into a formality. Angela Johnson added that it's been a year since he looked at the building and there may be further problems.

Motion by Cheryl Littlefield to accept the writing of the warrant as written, seconded by Angela Johnson. The motion passed unanimously.

Trustees: expiring terms and candidates: The filing period is January 22 through 31, 2014. Susan Bailey will send the town a letter for Bruce Kennedy to become an alternate.

Policy review: Angela said the bylaws were reviewed and nothing was seen that needed to be changed; the board could just accept them as written.

Motion by Cheryl Littlefield to accept the bylaws as written, seconded by Susan Bailey. The motion passed unanimously.

Angela said on personnel policy we want to add Columbus Day and Thanksgiving eve as paid holidays for the library to be closed.

Motion by Tom Reinfuss to accept changes to the personnel policy as recommended, seconded by Cheryl Littlefield. The motion passed unanimously.

Fines Policy: trial period. After discussion there was a motion by Ron Force to formally discontinue fines, seconded by Tom Reinfuss. The motion passed unanimously.

NEW BUSINESS:

Year-end Encumbered Funds for Town

Self-Generated Funds: Tabled for now

Staff Evaluations: Peter said that he, Tom Reinfuss, and Mary O'Neil have volunteered to do this. He asked Mary to pick three days convenient for her and a meeting date will be scheduled. He said he would appreciate having a fourth person participate.

ADJOURNMENT – Motion by Angela Johnson to adjourn, seconded by Ron Force. The meeting adjourned at 5:05 PM. Next meeting: January 15, 2014 @ 3:30 PM.

Respectfully submitted,

Patricia Ambrose
Recording Secretary

Draft Minutes e-mailed to the Trustees, Town Clerk, and Library Director on December 20, 2013
Town of Madison, Board of Library Trustees Meeting for December 18, 2013