

Minutes of the Trustees Meeting
July 9, 2012

Present: Tom Viti, Eric Gutterson, Mary Beth Persons, Karen Coffee, Jane Wiggin, Mary Feeley
Guest: Terry Duane
No recording devices were in use.

1. Minutes of the June 11, 2012 meeting were accepted as submitted, with two spelling errors corrected.
2. Director's Report – Tom mentioned the staff performance reviews which were completed on time and took over a week of effort to complete. There was a discussion about e-reader loans and the difficulty managing the software process. The site view went very well, with a few visitors attending as well.
3. Departmental Quarterly Reports - The young adult summer reading program is going well, and some graphic novels were shared with the trustees. Tom mentioned that a lot of back issues of magazines were weeded out, as they are all now available on line. The children's summer reading program has had a strong response despite the difficulty with accessing the library. There was a good turn out for the humorist program. The quilt display is new at the Branch Library, which continues to see an increase in transfers. The tech department has been busy learning the new software they will be using in the new library. The RFID tagging continues.
4. Library Building Project Update – The next building committee meeting on the 11th will most likely will be postponed as information is updated. Tom explained the new timelines of the project and how this new schedule will most likely will be quite fluid given the many variables involved. Tom shared a preliminary list of what tasks need to be completed in the new library prior to opening. There are no actual times associated with each task as yet. Tom and staff will work on developing possible timelines as to how long it will take to complete tasks, trainings and other jobs that may need to be done to adequately prepare the library for patrons.
5. Library Naming Opportunities – Tom reviewed the naming opportunities program, and will send the trustees a list of the current rooms that have been named.
6. Meeting Room Policy Revisions – The policy is still being worked on, and input from the trustees is ongoing.
7. Old Business – The end of the year budget process was handled well with the help of library staff Terry and June. Mary Feeley and Pam Dukeman discussed the funds that will be used to assist with the building project as well as establishing an endowment for the future. Mary will be meeting with Pam in the fall.
8. New Business – Mary signed the new Minuteman agreement.
9. Funds were accepted and expended as noted.

Handouts:

Library Director's Report June 11 – July 1, 2012
Technical Services Department Quarterly Report
Adult Services Department Quarterly Report
Children's Department Quarterly Report
Islington Branch Library Quarterly Report

Library Statistics

Trustees Agenda

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Department Expenditures

Accept and Expend Sheet

Main Library Projects and Work Duties During Closing Period Fall 2012

Submitted by: Jane Wiggin