**Berlin MA Public Library**

**Minutes - Trustee’s Meeting**

**July 9, 2013**

Meeting Commenced: 6:50 PM

In attendance: Mark Smith, Chair,

Bob Clark (“Bob C.”), Auditor

Judy Rothbard Tate, Recording Secretary

Bob Hodge (“Bob H.”), Library Director

# June Meeting Minutes

# Reviewed and accepted as submitted by Bob C.

# Discussion around who should receive copies. Legal obligation is to provide town with copies to archive. Question whether these should also go to the Webmaster.

# Judy will send them to Eloise and inquire as to whether it’s also necessary to cc the Webmaster.

# Director’s Report

### E-Readers - Bob H. has continued to research these. Will probably go with Kindles - used by most local libraries. Library staff will instruct patrons on how to download e-content from Overdrive (the Region’s platform). Discussed both individual patron training and group trainings. Bob anticipates an end of summer start date.

* CWMARS User Council Monthly Meeting - Bob attended the June 18th meeting in Auburn. He learned general information along with specifics on new system to be implemented for holds on inter-library loans.
* Workshop on Annual Reporting Statistics requirement - Bob attended this at CWMARS in Worcester on June 21st. They discussed the switch to Evergreen (web-based software) from Millennium last year. NB All of our acquisitions are patron driven.
* Survey - Bob is working on a survey for use in developing our long-term plan. We currently have a suggestion box for patrons. All library acquisitions are patron driven.
* Book Drop - Discussion continued from our June meeting. Bob continues to do research, has found one for approximately $5,000. He has applied to Clinton SB’s Charitable Foundation for funding. We discussed other funding options including using operating budget moneys and asking for donations specifically from National Lumber and offering to put a plaque on the box to recognize donors.
* Library Pages - 2 new pages have been selected and Bob has submitted their paperwork to the town. Another new page will be needed in the fall when one of the current pages will be leaving.
* Leak in Director’s Office ceiling - Bob spoke with Keith Clemmer who repaired this previously, the roof is 17 years old.
* Children’s Librarian’s Meeting - Bob reported that Pat Joubert met with a group of parents from Sawyer Hill Eco-Village who are home schooling their children to discuss their use of the library.
* Fire Alarm System - We decided to renew our contract with Jasonics (current vendor) after Bob reported that it would be more expensive for us to switch to another vendor based on Evy Dueck’s research. n.b all town buildings do their own bidding. Bob will contact Jasonics for instructions for the current system.
* Director’s Employment Agreement – We discussed the need to draft a Library Director’s employment agreement for Bob. Judy will work on this with Bob.
* Voted to accept the Director’s Report.

# III. Special Articles and Capital Plan

Discussed **Special Articles** (some dating from 2008) and the Capital Plan including what should be carried over and changes to be made.

Special Articles include:

* Water Issues – money for outside trenching to improve drainage. Water leakage to steps in heavy rain continues to be a problem.
* Design and engineering plans for a possible library expansion - this is an old warrant item unclear as to current status. Trustees would like Tom Andrew to clarify this and will invite him to the next meeting. (Historical notes reflect he had requested a meeting with someone in the state to discuss this issue).
* Air conditioner purchases – appears that at least 2 of 3 were replaced.
* Paint and fascia board repairs – around windows to be replaced.

Agreed to sign off on all special articles and carry them over to 2014 fiscal year. More information needed to decide we want to keep in the Capital Plan. This will be an ongoing topic.

# Financial Report

* Reviewed June warrant items.
* Reviewed fiscal year 2013 Spreadsheet. Noted a $572 payroll shortfall covered by town’s transfer from Reserve Funds. Noted that this was due to transition to new library director.
* Bob H. will get actual numbers for approved 2014 budget from June.
* Bob C. will work with Bob H. outside of Trustees’ Meeting to redesign spread sheets to reconcile them with warrant items and coordinate with the town budget.
* Financial Report accepted.

**IV. Old Business**

* Five Year Plan - Bob H. will request an extension of October deadline given his recent appointment to the library director’s job. It was agreed upon that financial and statistical reporting information due at the end of August is the priority.
* New parking area – Keith Clemmer’s crew currently on vacation. Plan is for 6 parking spaces in front of the building.

###### V. Summer Programs and Other

* Pat Joubert put together an ambitious summer kids reading and event program. She solicited prizes from local area business including EMS and Best Buy. July and August Calendars are available at the library and programs are listed in the Clinton Item.
* Discussed the constant maintenance/attention required to the library building.
* Revisted discussion of library website. Bob H. will contact Garth (webmaster) as to status and sharing in the design/information.
* Discussed the stairs and possible ways to make them safer. Agreed to continue this discussion.

Meeting Adjourned 9:15 PM

Next Meeting:

Tuesday, August 6th 6:40 PM

Respectfully submitted,

*Judith Rothbard Tate*

Recording Secretary