**Berlin MA Public Library**

**Minutes - Trustee’s Meeting**

**May 6, 2014**

Meeting Commenced: 10:15 AM

In attendance:

Mark Smith, Chair

Judy Rothbard Tate, Recording Secretary

Bob Clark (“Bob C.”), Auditor

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

# Review April Minutes

# Voted to accept with following change:

Correct spelling of Bill “Rodgers” name

# II. General Discussion

* **Capital Items** - Bob C. will add these to next year’s spreadsheet.
* **Downstairs Door –** cannot be repaired, will need to be replaced with a new door which must meet current building code, price to be approximately $4,000. There is approximately $1,300 remaining in the repair budget for this year; however, Keith has already ordered the new door and will install it in the next few weeks.
* **Outdoors –** Mark put down grass seed and fertilizer and will water.

# III. Director’s Report and Discussion

* **Library Newsletter & Survey -** isin final stages and the survey to be used as part of the Long Range Plan will be included. The survey may have ten questions for those that are included in mailing with the newsletter, but, there will also be an on-line version, which may have additional questions, the link to that will be in the newsletter and on the library website. Karen is working on the format. People will be able to return the paper surveys to either the library or to town hall where we will have a box for them. We are paying $26 per month to Survey Monkey for the on-line survey and an analysis of the results. We will need to input the paper survey results into Survey Monkey for them to be included in the analysis.
* **Eagle Scout Project** – Jacob Parmenter and friends built two picnic table and a bench for the outdoor garden. This project was completed on April 5th.
* **Friends Book and Bake Sale** – is scheduled for June 7th.
* **Window Replacement** - Todd Matthew has finished installation of the windows in the upstairs office space and bathroom. All money in that warrant item has now been expended.
* **Representative Harold Naughton -** Bob is trying to schedule a visit to the library with the Representative’s staff.
* **Senator Jennifer Flanagan –** her office has contacted Bob, apologized for the delay in getting back to him and will be in further contact**.**
* **Bill Rodgers –** Thirty-seven people attended the program on April 8th at Old Town Hall. It was well received; lot of positive feedback and a DVD is available of the program.
* **Teen Advisory Group** – ten applications have been received to join and the first meeting is scheduled for May 12th at 6:30 PM. Food and beverages will be provided. Janet Lamy will be an adult advisor and work with Pat Joubert. Hopefully, this group will give us information helpful in development of the Long Range Plan.
* **Children’s Bathroom Door Key** – Keith and crew installed a new lock in the lower level bathroom door after a child locked himself in the bathroom. However, this new lock did not fix the problem and another solution will need to be found.
* **Children’s Programs** – Pat had a number of Children’s Programs in April, which included programs for all age groups. These continue to be well attended.

Voted to accept the Director’s Report.

###### IV. Financial Report

* Bob C. questioned why we receive 2 phone bills, one from Verizon and the other from AT & T, one for approximately $18 monthly and the other for approximately $1 (pr Bob H. these are estimates), we all agreed that this does not make sense.
* We need to change the spreadsheet to better reflect supply purchases. Bob C. will do this with an itemized list for individual purchases, i.e. add Penworthy $600 (children’s booksellers) to April Children’s Books line item making new amount $1,405.00.
* The state requires that 19.5% of the library budget appropriated by the town must be spent on materials to maintain our certification. Additional income is not included in that 19.5%. The 2014 Budget was $119,799.54.
* Wage Item – it may be difficult to expend all moneys in this line item. Bob has offered extra hours to the staff and added 4.8 additional hours to his payroll to reflect time spent on the Survey. The Trustees agreed that Bob should also be compensated for the time the additional work time he put in at home.

Voted to accept the Financial Report

**V. Old Business**

* **Update on Town Survey -** See Director’s Report (III. Above)
* **Removal of Old Equipment –** Discussed the fax, typewriter and printer that are in the basement and who Bob needs to speak to regarding disposal of these items. We agreed that he should discuss this with Dan Deplanche (sp?) who works with Richard Sardell and that he will send a letter to the Selectmen advising them that we have these items and asking for their okay to dispose of them. One of Bob’s summer goals is to clean the basement room.
* **Update on Completed Programs –** See Director’s Report (III. Above)
* **Upcoming Programs** – next week, John Root and Perennials, and in July, Craig Harris will present a program “Drum Away the Blues” for kids and adults. The Friends will fund this program.

**VI. New Business**

* **Senator Flanagan –** see Director’s Report, still waiting to hear from her about facilitating a meeting with someone in the State relative to expansion issue.
* **Board of Health –** Mark will speak to Paul Mikelk, Chair of the Berlin Board of Health, and ask him to put us in touch with the Nashoba Board of Health.
* **Town Meeting Articles –** We were relieved that these passed easily.
* **Trustee’s Concerns –** We will send Eloise an e-mail asking her to have James post our minutes

**VII. Next Meeting**

Scheduled for Tuesday, June 10th at 10:00 AM

*Meeting Adjourned 11:30 AM*

Respectfully submitted,

*Judith Rothbard Tate*

Recording Secretary