



GRAFTON PUBLIC LIBRARY

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MINUTES GRAFTON PUBLIC LIBRARY BOARD of TRUSTEES Regular Meeting Municipal Center Conference Room E February 3, 2016 @ 7:00 p.m.

Present: Gary Beauchamp, Trustee; Douglas Bowman, Chair; Marilyn Cusher, Trustee; Beth Gallaway, Library Director; Dana Wilson, Trustee; Cynthia Zariello, Trustee

Excused:

Absent:

Guest(s): Aaron Vandesteen; Betsi Weldon, President of the Friends

Call to Order. The meeting was called to order by Doug Bowman, Chair, at 7:02 p.m. in Conference Room A of the Municipal Center.

Tonight Trustees are wearing pajamas to support the Library's promotion as a donation spot for the annual Boston Bruins/Cradles to Crayons Pajama drive. Donate new pajamas in sizes newborn to 18/20 for youth ages 0-14 in MA through March 15, 2016

Review of Minutes. Motion was made to approve January 14, 2016's minutes as written by Cyndi Zariello, seconded by Gary Beauchamp, and approved by all.

Bills to be Signed. Current and previously signed bills were presented for signatures, motion was made to accept bills as presented by Diane Libbey, seconded by Cyndi, and approved by all.

Membership. Aaron Vandesteen is here tonight to monitor tonight's meeting; Aaron has been invited to apply for the open position to the Trustees. Aaron accepted the invitation.

Old Business:

GRANTS

SHRAB Grant Update. Tabled.

Full STEAM Ahead Grant. Sarah hired *STEM Beginnings*, a wonderful local business made up of teachers and other educators to run this session of Silly Science. Our attendance has been wonderful welcoming 12 children and their families to come and explore hands on science concepts.

Sarah visited both the morning and the afternoon pre-school sessions at North and South Grafton Elementary Schools. The classes were learning about light, shadow, and reflection, and requested books that would tie into and support the classroom theme.

The Sensory Table in the Children's Room has been a hit. "Gak" (a slime made with water, glue, and borax) and homemade play dough (using Kool-Aid in place of food coloring) has been available in the Sensory Table. The "Gak" was well received and the children really loved playing with it, however, it was bit messy and requires parents to keep an eye on their children while they are playing. We have received a number of compliments from families about the consistency of the dough as well as its longevity. With so many requests for the play dough recipe, we had to print out a stack of recipe cards to give to the patrons who asked.

MIA Grant Update. American Alarm installed eight motion-activated video surveillance cameras in the Main Reading Room, staff corridor, lower stacks, accessible entrance foyer, and mezzanine stairwell. Additional thefts in January included a CAUTION sign from the stairs, and a plant from the Friends bookshelf.

2016-2017 MPLCP Grant. Beth G. received less than positive feedback from Rosemary Walthos at MBLC. Overall the program is too long, too directive, and needs to focus on what the community needs; not what we want, not what the voters will approve, not what the Town will pay for. The Town Administrator's Office is ready to move forward on hiring an OPM. Beth G. was asked to pull the Building Committee into a meeting (tentative date Monday, February 29, 2016, and to finish up so we can go out to bid for architectural service. This was discussed in detail.

Beth G. facilitated a Focus Group on Community Needs in relation to an expanded library facility. Six people attended. The top three priorities for an expanded facility to offer are meeting space, community space, and teen space – while retaining the "wonderful atmosphere" we currently have. Books, STEM, technology, education, LEGO, book club, Dungeon & Dragons, computer access, reading room, neutral space, community calendar information, business services, and the Down Under Book Store came up as needs the Library should fulfill. Some of these doubled as beneficial programs and services we offer in addition to family activities like the Easter Egg Hunt, a friendly safe destination. We can get "any medical article," and staff say, "we can order it" frequently.

More tutoring space, community space, STEM for teens, school partnerships, staff space, tax help, and health information, and a Bookmobile were cited as gaps. Participants seek out other businesses and libraries for Sunday hours. Friday hours, better space, more collections, coffee shop, browsing vibe, gallery space, lofts & nooks, better displays/museum quality curated display, unique collections, and better internet/WiFi.

The next Focus Group meets Saturday, February 13, 2016 at 10:00 a.m. at the Library.

New Business:

Long Range Plan (LRP). The 2016-2017 Long Range Plan and FY16-FY17 Action Plan has been submitted to the MBLC. The 2017 Action Plan will be brought back to September's meeting for review as it will be due to the MBLC December 1, 2016. The Library is eligible for grants now that the LRP has been submitted.

Community Preservation (CPC) Doors. The front and boiler room doors returned with two change orders. The new front door handle is ADA compliant, as a new brass push bar. Brass hardware will hold the doors open to allow air to circulate through the screens, weather permitting. The new weather-stripping is adjustable. The boiler room door is now solid and secure. Rob from Heritage warned that the paint might crack as the weather changes because the doors have floating panels in them. Upon installation, we also noticed that the wood framing around the door is weak from years of age, and will need to be addressed at some point in the near future. The doors are beautiful and well restored. Staff have received many compliments on the doors.

Capital Improvement Project (CIPC). Beth G. submitted a request for consideration of self-checkout equipment, and an outdoor patio; the self-checkout was approved for \$38,000.00, the patio was not funded. Discussion was held around self-check; with Beth G. explaining that this process will help with inventory control, and checkout management

ON-GOING AGENDA

Budget Update. The Budget's Repair and Maintenance line is a little higher than it should be at this time of year. We are in the process of correcting non-fine revenue to go into the revolving fund instead of general fees, which should help our office supply account. We should be close to 60% expended; some accounts are over, some are under.

IT and Wi-Fi Update (ongoing). New staff computers arrived the last week of January. Staff backed up work and a copy of shares was moved to the Town server. Susan Leto spent a lot of time resetting the passwords: Evergreen settings, and receipt templates on each machine under each login. Greg will return to restore email accounts for both Heidi Fowler and Susan. The new machines are working very well.

Beth G. signed the quote and procured the funds for the wireless upgrade. Akuity Technologies will be setting up a 48-port switch and three Aerohive wireless access points to increase our bandwidth and access. Internet will now come through the Town's fiber optic cable enabling us to cut ties with Charter, a savings of over \$1,000.00 annually. Total estimated cost of the project is just under \$6,000.00 for equipment, materials and labor. Work begins on Tuesday Monday, February 16, 2016.

Landscaping Update (on going). – Tabled.

Noise Complaints. None.

Cushions Update (ongoing). - Tabled

Air Conditioners. – Tabled

The Friends. Betsi Weldon as a guest to tonight's meeting provided an update on the Friend's activities. The Friends have donated \$1,700.00 to help with Summer Reading Program costs, and are sponsoring one of the Animal Adventures programs for *Take Your Child to the Library Day* on Saturday, February 6, 2016. Beth G. has been working with Gail Poler and Michelle Dalal on the *Community Reads Event* featuring the *Wonderful Wizard of Oz* and an evening with Helen Wahl on Tuesday, March 15, 2016, and we have a great lineup of supporting events for next month.

Beth G. noted that 15 boxes were shipped to the Thrift Books, LLC. Susan has about eight boxes worth of discards, but has no place to store them. The minimum shipment is 15. Our previous location blocks the path to the staff door/Emergency Exit. It has been a challenge to keep a 44" aisle to all exits per building code. Donations have been relocated but often overspill the allotted space. We are also experiencing an issue with donated materials being left in book drops, particularly over long weekends, preventing patrons from returning Library materials.

A Paint Night Fundraiser with the Friends of the Grafton Library will be held on Saturday, February 6 from 6:30 – 9:00 p.m. at the Grafton Inn. Tickets are \$40 each, and a portion of your ticket price will be donated back to the Friends to benefit the Grafton Public Library. Your ticket will include paint and materials, along with professional instruction in painting your own painting.

May Town Meeting. Cyndi Zarriello volunteered to present at the May Town Meeting. Cyndi would like to know what the Trustees would like to have presented. The presentation should last no longer than ten minutes; ideally, five minutes. Cyndi would like to do a Power Point presentation. Doug will e-mail Tim McInerney, Town Administrator, letting him know that the Trustees would like to present at the Town Meeting. Marilyn Cusher will work with Cyndi. Please e-mail Cyndi with ideas of what you would like to see in a short presentation. It is agreed that Cyndi will spearhead the coordination of the presentation.

501 (c) 3. After a great deal of discussion, it is agreed that whether it is foundation formed or a 501 (c)3, this process must get off the ground if it is going to be helpful to the Library expansion process. Dana Wilson will follow-up and begin developing a committee by seeking members, and processing the necessary paperwork, etc. Dana will forward an e-mail letting fellow Trustees know what is going on with this very important process. Dana will begin actively working on developing a 501c3, as well as a committee.

Space Issues. Anna Popp from MBLC will visit the Children's Room in March to help improve space usage.

State Aid. It was noted that the Library's State Aid went down basically because people did not call their legislators when the State Budget was being written and consideration taken on where to make financial cuts. Dana noted that we should work with our State Rep. next year when the State Budget is being developed. Use <http://cqrcengage.com/alama/> to send a message to Representatives Mauradian and Moore.

Library Walkabout. Marilyn and Beth P. will conduct the next Walkabout for March's meeting.

REMINDERS

Storytellers Reminder. Storytellers air on Saturday mornings on GCTV and on demand at graftontv.org. Email your selections to vevans@cwmares.org and Val will seek permission for specific books.

New Business:

Library Anniversary 2017.

90th Anniversary Gala. Gary would like to hold a "Gatsby" type ball in June of 2017. Gary distributed a list of individuals and town departments that will need to be involved from the onset. The planning of this event needs to begin NOW. Gary would like to set a date for a

meeting with those identified on the list, inviting them to attend the meeting for discussion of this up-coming event. Gary will develop a press release and set a meeting date. A committee will be created, a press release will be written, a date will be identified and requests made for attendance. Trustees agreed that the best dates for the event are June the 10th or the 24th, 2017/ Gary will follow-up.

Library Clean Up Day.

Thanks were conveyed to all who helped with cleanup in January; progress has been made. Other dates are forthcoming.

Policy Review:

Policy and Procedure Review. The *Response to Accident Policy* and *Minimum Staffing Requirement Policy* were brought to meeting for review and approval. Marilyn made a motion to approve the *Response to Accident Policy*, Cyndi seconded, with all in favor. A policy meeting will be held on Wednesday, February 10, 2016 to review the *Minimum Staffing Requirement Policy*; this policy will be brought back to March's meeting for approval. A Video Surveillance Policy will be developed.

Director's Report: Please see January's 2016 Director's Report in this month's section of the Trustees' meeting manual.

Upcoming Events:

Feb 1-March 15 Pajama Drive.

Saturday, February 6, 2016 - Take Your Child To the Library Day

Saturday, February 6, 2016 - Paint Night, Grafton Inn

Monday, February 8, 2016 - Special Town Meeting

Friday, February 12, 2016 – Technology Petting Zoo 2 – 4 p.m.

Friday, February 12, 2016 - Legislative Breakfast, Worcester Library @ 7:30 a.m.

Saturday, February 13, 2016 – Focus Group @ 10:00 a.m.

Tuesday, March 8, 2016 – Legislative Day in Boston

Friday, March 11, 2016 - Technology Petting Zoo 2 – 4 p.m.

Sunday, March 13, 2016 - History of Chocolate Program @ 2:00 p.m. Brigham Hill Community Barn

Tuesday, March 15, 2016 - Community Reads Discussion, *The Wizard of Oz*, led by Helen Wahl @ 7:00 p.m.

Citizens Input. None

Adjournment:

At 9:00 p.m. motion was made to adjourn the meeting by Marilyn, seconded by Diane, with all in favor. The next meeting will be held on Wednesday, March 2, 2016 at 7:00 p.m. in Conference Room A of the Grafton Municipal Center.

Respectfully Submitted, Beth Patch, Recording Clerk

Attachments. February 2016 Agenda; January 2016 Minutes for Review; Town of Grafton Department Revenue and Expenditure Report, From 07/01/2015 to 01/31/2016; GPL *Response to Accident Policy*; GPL *Minimum Staffing Requirement*; Memo from Tim McInerney, Town Administrator regarding Capital Budget; Flyer: State Funding Cuts Are Putting Library Resource Sharing At Risk; Letter to Friends, Grafton Residents and Stake Holders regarding Focus Group Sessions by Beth Gallaway