



GRAFTON PUBLIC LIBRARY

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MINUTES GRAFTON PUBLIC LIBRARY BOARD of TRUSTEES Regular Meeting Municipal Center Conference Room E March 2, 2016 @ 7:00 p.m.

Present: Gary Beauchamp, Trustee; Douglas Bowman, Chair; Marilyn Cusher, Trustee; Beth Gallaway, Library Director; Diane Libbey, Co-Chair; Dana Wilson, Trustee; Cynthia Zarriello, Trustee

Excused:

Absent:

Guest(s): Gail Poler, Liaison from the Friends and Henry Poler

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.

Review of Minutes. Motion was made to approve February 3, 2016's minutes as written by Diane Libbey, seconded by Marilyn Cusher, 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 submitted his letter to the Board of Selectmen expressing interest in becoming an Interim member to the Board of Trustees. The Selectmen will appoint him to serve until the May election at their April meeting. Marilyn and Dana Wilson are up for re-election as well.

The Friends. Gail Poler is attending tonight's meeting as a liaison of the Friends. Gail reported on discussions held during the Friends February 9, 2016 Board Meeting.

- The total earned from Paint Night was \$535.00 before expenses. Paint Night was a success. There were 36 reservations, one walk-in, and a few gift certificates purchased for a future Paint Night which apply to our total. Publicity was in the papers for the week prior to the event. If we have another Paint Night, a sample of the picture to be painted should be placed in the Library prior to the event.
- It has been suggested that future publicity always be posted on the bulletin board in the downstairs entrance to the Library and program information should be front and center in the Library, although the Friends Board is very much aware of the space limitations within the Library.

- The \$5.00 Book Sale is going well; at least 75 bags have been sold, and the books on the sorting aisle floor are gone. The Down Under looks wonderful.
- Michelle Dalal did a wonderful job with the logo project.
- The Community Read of the Wonderful Wizard of Oz kicks off March 1, 2016 with Ozlandish Costume Day, culminating with the Community Read Book Discussion on The Wonderful Wizard of Oz led by Dr. Helen Whall, Professor of English Literature, at Holy Cross will take place on Tuesday, March 15, 2016 at 6:30 p.m. at the South Grafton Community House.
- Sandy Daley's husband, CFO of Reed and Barton, gifted the Library with 400 tickets to the Boston Aquarium, which can be used during the summer and are good through June 30, 2017. (the Library Aquarium passes cannot be used during the summer months. These, are good for 4 people with a \$10.00 per person charge).
- The Spring Egg Hunt on Grafton Common will be held on Saturday, March 26 at 10 am OR 11:30 a.m. Tickets are \$4.00 (must buy tickets prior to event). Tickets are first come, first serve. . Proceeds benefit the Grafton Public Library.

Old Business:

GRANTS

SHRAB Grant Update. Tabled.

LSTA Full STEAM Ahead Grant. Outreach to local pre-schools continues, but due to snow, the South Grafton Elementary School visit was cancelled. A wonderful time was had at the North Grafton Elementary School celebrating the theme of Earth and Sky by reading *Underground* by Denise Fleming, *Little Cloud* by Eric Carle, *It Looked Like Spilt Milk* by Charles G. Shaw, and singing "Five Little Worms." The next big project is a tide pool exhibit. There was a good turnout for the animal adventures.

Due to the wild popularity of Mr. Kim's Music Program, it has been decided to add an additional session in the upcoming months. We are very thankful to both Apple Tree Arts and Mr. Kim for working with us to find time to fit another date into their schedules. The second session of Mr. Kim will be brought to Grafton with federal funds provided by the Institute of Museum and Library Services and administered by the Massachusetts Board of Library Commissioners and one session was funded by the Friends of the Grafton Public Library.

MIIA Grant Update. The security cameras are in and installed; we are waiting for the second bill. Beth will check out the system. The policy committee needs to create a policy.

2016-2017 MPLCP Grant. Tabled

New Business:

Long Range Plan (LRP). Beth G. is scheduled to attend the Board of Selectman's meeting on Tuesday, March 15 to share the new Long Range Plan. 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.

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

Building.

Snow removal continues to be an issue, with many buildings competing for priority and staff stretched thin. Staff has been picking up the slack as needed to create a safe environment for staff and patrons to enter and exit the building. We have also been using *See Click Fix* to request curb cuts after plows come through.

Heritage Restoration returned to address issues with the newly installed push bar. Final invoices were submitted for payment. Thanks to the Community Preservation Committee, Board of Selectman, and Grafton voters for funding this project! We have received many positive compliments about the door.

Budget Update. An updated copy of the FY16 budget was not received in time for the March meeting. Budget expenditures should be close to 70% expended by end of March. Some accounts are over, some are under.

FY17 Budget. A copy of the FY17 proposed budget was included in tonight's packet. No new positions were funded. After the required increases for the schools and health, there is about \$80,000.00 left to distribute to all municipal departments.

IT and Wi-Fi Update (ongoing). The Library continues to wait for a firewall installation on the municipal side before the WiFi goes in. The new target date is April 18 - 20, 2016. A private staff wireless network will be installed as well. Members of the Friends have approached Beth G. about funding WiFi out to the Common; once the Library's network is set up, Beth G. will begin to investigate a signal extender or access point on the Common.

Landscaping Update (on going). – Tabled.

Garden. Tabled

Noise Complaints. Tabled

Cushions Update (ongoing). Tabled

Air Conditioners. Tabled

May Town Meeting. Cyndi Zarriello volunteered to present at the May Town Meeting. Cyndi would like to know what the Trustees would like to present. 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 will work with Cyndi. Trustees should e-mail Cyndi with ideas to be included in a short presentation. It is agreed that Cyndi will spearhead the coordination of the presentation.

501 (c) 3. Henry Poler came to tonight's meeting to discuss fundraising methods for the Library Expansion. Hank explained that in the past pledges were made for a library expansion in the event the expansion was approved by the Town. Hank further explained what a foundation is.

Dana Wilson spoke regarding research she conducted on setting up a 501(c) 3.

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

State Aid. It was noted that the Library's State Aid decreased basically because people did not call their legislators when the State Budget was being written with 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 April's meeting.

REMINDERS

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

New Business:

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 in June are the 10th or the 24th. Gary will follow-up. Diane will reserve the Common for June 24, 2017, 8:00 a.m. – midnight. Members agreed that hiring a swing band would be a great idea.

2016 Jerome Wheelock Birthday Party. The 2016 Jerome Wheelock Birthday Party will be held on the same day as Grafton's Antique Show, June 18, 2016.

Down Stairs Library Clean Up Day.

Gratitude was expressed to everyone who helped with the 1st floor cleanup in January; progress has been made. Our next clean-up day will be held on Saturday, April 2, 2016 from 11-1, with pizza to follow.

Outside Library Clean-Up Day. Library clean-up day will be held on Saturday, April 16, 2016. Dana will check with a Girl Scout Troop to see if they will participate with us.

Policy Review:

Policy and Procedure Review. The *Minimum Staffing Requirement Policy* was brought to meeting for review and approval. Marilyn made a motion to approve the *Minimum Staffing Policy*, Cyndi seconded, with all in favor. A policy meeting will be held on Wednesday, March 30, 2016 to develop the Video Surveillance Policy.

Director's Report: Please see January's 2016 Director's Report in this month's section of the Trustees' meeting manual. Trustees should read the Director's Report and let Beth G. know if there are any questions or concerns.

The Summer Reading kick-off program was cancelled by the performer. Children's Librarian Sarah Banister is looking into other interactive programming &/or activity options. More information will be available at the next meeting.

Michelle Dalal brought up the idea of running an Advocacy Program for students at the High School, with Beth Gallaway and/or State Representative participating in the program to help students learn about how to be an advocate. There may be a workshop with the Board of Selectmen. Students would learn how to write letters on how to ask for support, etc. Michelle will discuss with the High School principal or Social Studies Department Head. This will be very good year to get students interested.

Staff. Valerie Evans has turned in a letter of resignation and her last day will be Thursday, March 31. She will be spending more time with her family and going back to school. Val agreed to remain on call for coverage. Beth would like hire two or three people to share her hours in hopes of better coverage and continuing to increase hours of the new hires at a later date.

Upcoming Events.

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, April 6, 2016 at 7:00 p.m. in Conference Room A of the Grafton Municipal Center.

Respectfully Submitted, Beth Patch, Recording Clerk

Attachments. March 2016 Agenda; February 2016 minutes; GPL Director's Report for January 2016; GPL *Minimum Staff Requirement Policy*; GPL *Unattended Child Policy*; 501 (c) 3 Update by Dana Wilson; Copy of Long Range Plan by Beth Gallaway; Friends of the GPL Staff Meeting minutes from February 11, 2016; Friends of the GPL Board Meeting minutes from February 9, 2016; Board of Public Library Trustees 2014 Annual Report; Library Services and Technology Act (LSTA) FY2017 Direct Grant Program Calendar; LSTA FY 2017 Grant Round January information; MIIA Professional Development Training – Overcoming Departmental Divisions Flyer; MIIA Professional Development Training – Workplace Harassment: Prevention and Awareness flyer; Listing of 2015 Repairs & Maintenance; Memo regarding Training Session on Open Meeting Law, Public Records Law and Ethics; Flyer on March Teen Programs

DL/BG/bp