



GRAFTON PUBLIC LIBRARY

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MINUTES

GRAFTON PUBLIC LIBRARY BOARD of TRUSTEES
Regular Meeting
Municipal Center Conference Room A
July 8, 2015
7:00 p.m.

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RECEIVED TOWN CLERK
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Present: Gary Beauchamp, Trustee; Douglas Bowman, Trustee; Marilyn Cusher, Trustee; Beth Gallaway, Library Director; Carrie Hogan, Trustee; Diane Libbey, Chair; Cynthia Zarriello, Trustee

Excused: Dana Wilson, Trustee

Guest(s):

Call to Order. The meeting was called to order Diane Libbey, Chair, at 7:05 p.m. in Conference Room A of the Municipal Center.

Review of Minutes. Motion was made to approve the minutes for the June 10, 2015 meeting as written by Cyndi Zarriello and Doug Bowman, 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 Cyndi, seconded by Marilyn Cusher, and approved by all.

Old Business:

SHRAB Grant Update. Beth Gallaway explained that an inventory list is required in order to purchase acid free storage items necessary to protect our identified collections. Beth Patch will research the items needed.

Beth G. noted that she spoke at the SHRAB's Fourth Annual Forum, Massachusetts History Conference on June 1, 2015. Beth G. noted that she discussed Rachel Onuf, Traveling Archivist for the State Historical Record Advisory Board. Beth G. noted that she discussed Rachel and the success of her visit to the Library with Donna Girouard, Town Clerk, further noting that the Clerk's Office has since used Rachel's services for historical records within the Town Hall.

Tufts Grant Update. The Library was awarded the \$400.00 Tufts Grant for STEAM themed programs for the Library's Summer Reading Program. Toto the Tornado Kitten will be invited; as well, this grant will fund the *Messy Fingers* program involving science and art, and a

performer. Beth G. will contact Tufts since the performer listed on the grant is no longer available, apprising Tufts of who the new performer will be in order to ensure approval with Tufts grant approvers.

MBLC Grant Update. Beth G. noted that the MBLC (*Full STEAM Ahead*) grant which Sarah Banister, Children's Librarian applied for will announce their award on Friday, July 10, 2015. This grant would provide programs to pre-school and early elementary children.

MIIA Grant Update. Beth G. explained that Doug Willardson, Assistant Town Administration notified her that he has a funding source for the Library's Surveillance system. Beth G. has provided Doug W. with the necessary information for him to move forward.

2016-2017 Construction Grant. The building program piece of the MPLCP grant is due in fall 2015; we will revise the information we currently have.

Beth G. noted that on Tuesday, June 16, Beth G. met with the Selectmen at 7:00 p.m. to request a Warrant for October's Town Meeting seeking approval to pursue the 2016-2017 Construction Grant. Selectmen approved the request 3 – 1. Beth G. did request a second warrant for architectural funds in the sum of up to \$150,000.00 for planning and design. Selectmen conveyed that we did not need their approval. It may be that the cost of architectural services will only cost around \$75,000.00.

The MBLC stopped by while Beth G. was out; however, Heidi and Sarah provided Lauren and Roe a tour of the Library, who indicated they will help as much as they can. The next step is to contact the MBLC and set up a meeting with them, a board member and Doug Willardson.

As part of the comprehensive plan, it will be necessary for the Library Board of Trustees to meet with the Nelson Library Trustees to establish a plan for services. As well, the Grafton Board of Selectmen is required to state which Library is the Town's Library. Beth G. will speak with Tim McInerney, Town Administrator; contact will be made to the Nelson Library Board of Trustees, and the Board of Selectmen. Diane Libbey and Beth P. will follow-up with the Nelson Library.

Discussion was held around who has an electronic copy of 2010 Comprehensive Plan; perhaps Judy Meichelbeck, retired Trustee Chair. Beth P. will follow-up with Judy. Beth G. has floppy disks to review and Doug Bowman has a floppy drive to review and convert from if necessary.

Carry Hogan will draft a press release for the Trustees and bring it to the August 5 so that everyone can review, discuss and approve it.

Long Range Plan (LRP) Stakeholders Meeting. Beth G. would like Trustees to please provide goals and objectives as part of preparing the LRP. Beth G. will provide examples of what she needs. Trustees please come up with ideas and forward these to Beth G.

Budget Update. While wrapping up FY15, Beth G. learned we were over budget in State Aid & Gifts, but under on the municipal side of the budget. This in part is due to misreading the reports for the non-municipal account and not tracking spending in Excel the same way other accounts are tracked. This concern has been remedied. Money was moved from State Aid to the

municipal account, covering Beth Patch's wages, AEDs, task chairs, one laptop, as well as, the Southwick's Zoo passes.

Beth G. provided print outs of Motions Made Report (motions made by Trustees for items/services to the Library) from 2012; the 2015 Revenue/Expense Report from 7/01/14-6/11/15; the Department Revenue and Expenditure Report from 7/1/14-6/30/15; All Departments Expenditure Report from 7/1/14-6/30/15 for discussion and review. Discussion was held around the unfortunate misreading of the State Aid Budget, which allowed us to overspend in that account. However, money has been moved from appropriate accounts resolving the overage.

A detailed discussion was held around expenditures and Trustees not finding the expenditure reports helpful or easily understandable, but rather confusing.

Beth G. explained that she will be using an Excel spread sheet to track all State Aid expenditures; this will be more reliable, with members liking this idea.

Beth G. will ask Patricia Fay, Town Accountant if she will attend August's meeting.

Developing a Foundation. Beth G. noted that she did call Town Council she would be able to advise the foundation members as they move forward in the foundation's development. Of note, Charlton started a foundation prior to expanding; they may be willing to provide us with information. Diane will contact them to see if they can provide us with information and advice.

ON-GOING AGENDA

WiFi Update (ongoing). Beth G. noted that Tim has been waiting for a final quote and will then move forward.

Landscaping Update (on-going). Members noted that the grounds look good. The Library grounds do need another weeding Day, Beth P. will organize this. It was wondered if the "tree department" has chipped mulch they might be willing to give us, Beth Patch will follow-up.

Vegetable Garden. The vegetable garden is coming along wonderfully, radishes are ready to be pulled, strawberries have been present along with blueberries (these plants are young). The herbs are coming along fine, as are tomatoes and squash plants. Best of all, the sunflowers are moving up! We have had some fabulous helpers for watering and pulling weeds, we could use more help, but we are appreciative of what we've received.

We applied for a grant from the Garden Club and they agreed to provide a rain barrel after we met with the Historical Commission. With the grant in hand and the Historical Commission's approval we now await the arrival of the rain barrel, which will be placed near the hedges.

Walkabout (ongoing).

Main Floor:

- Window by LULA – right hand side has chipped paint
- Tape on stairs looks messy (going down to the children's room when you look up)
- Walls in the stacks need painting

- Light out in stack between Rice-Stri and Stro-Z (by check out)
- Broken window pane 5th window bottom right section (1 2 3 4 5 6)
- Automatic door close ripped out of door in handicap bathroom

Mezzanine: Very hot in Mezzanine.

- No covers on any of the lights (do they really need them? Is it done for brighter lighting?)
- Lights out in row 551.51-436.70887 and 636.7-649.64
- Walls & windows need painting in Mezzanine

Down Under:

- Under last row of stacks (closest to men's room) lights out
- Women's room – patch wall (Looks GREAT without the marble slab)
- Near pamphlet – wall needs paint for ½ dollar size scratch (or so)

Outside:

- Parking lot side nearest entry to Lula: 2nd floor director's office window needs to be painted
- 2nd floor 1st set of windows by stacks the wood needs paint
- Wood panels - some need scraping and some painting. Is it rotted?
- Outside door to boiler room – split & need paint
- South large window need scraping & paint
- Suckers to front tree needs to be removed
- Front windows – scraped & paint
- Front beds need to be weeded
- The hour sign needs to be moved to a more visible spot
- North window needs to be repaired – the wood needs fixing and it needs to be scraped & painted.
- Bike rack – place somewhere else?
- Far end light – is it covered with trees? Do the trees need to be trimmed back?

Beth G. commented that the Sunshine Sign Company will move the hours of operation sign to a more visible area. The bike rack has recently been moved from the shrub area and should remain close to the Children's Room. It does get use.

It was suggested that we skip an August Walkabout, as so much work is in process. Marilyn and Diane will conduct the next Walkabout for September's meeting.

Door Repair. Beth G. conveyed that the Historical Commission has approved the request for work to be completed on the doors. We now need to solicit with the assistance of Doug Willardson, two quotes (David King may be a good resource), wait the allotted period of time, and then we can have the doors repaired

Window Repair. The lift for the window repair arrives tomorrow, June 9, 2015 to begin the repair of the broken storm windows.

Cushions Update (ongoing). The search for fire retardant seat cushions for the oak chairs in the Main Reading Room continues.

Interior Walls. There will be a rebuild walk through tomorrow, to discuss what will happen as the walls are repaired from water damage.

Curtain off Rods. The curtains remain off the rod in the Main Reading Room, because of the height it is impossible for staff to reach it; we will need to get someone with a tall ladder.

Changing Station (ongoing). Discussion was held around the continuing requests for a changing station near the Children's Room. After detailed discussion it is agreed that this needs to happen. Determination needs to be made that the existing wall can support the weight of a table and a child. Trustees agreed that this needs to be completed. Beth hired Jesse Dowd to remove the panel in the ladies room, ordered a Family Restroom sign, and will purchase a changing station.

REMINDERS

Liaison to the Friends. The staff kitchen will be updated during August and September.

Diane noted that when Trustees plan to attend the Friends meeting, please let Betsi know when you will be attending, what your topic of discussion is, and how much time you will need. The Friends Board meetings are open to membership. Members are allowed to vote and have a say. The Friends need to share their agenda, meeting time and meeting location with the liaison to Friends and the Library director. The Friends are a non-profit organization and can lose their status if they do not follow their Charter and by-laws. Of note, the Friends Annual meeting does not offer anything to its members. A copy of the Friends Bylaws, Charter and annual financial report can be found on the State Attorney's website.

Discussion was held around what is the role of the Friends. Of note, the Friends now have a membership chair. The Friends have noted that they do not want to participate in Caddy Stacks this year. They would like to do Caddy Stacks one year and For the Love of Books (last held in February 2014) the next.

The Friends of the Library held their Annual Meeting in June and re-elected the current slate of officers, as well as Daniel Cushner as Membership Chair, and Aaron Swartz as Publicity Co-Chair.

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

New Business:

Staff Appreciation. After polling staff, it is agreed that the Staff Appreciation Evening will be held Friday, August 7, 2015 at 5:00 p.m. at Cyndi's home. It would be helpful to know how

many people will attend; do we want to serve heavy appetizers or a meal? A sub-committee will meet with Cyndi to pull the event together comprised of Cyndi, Marilyn and a staff member. They will meet at Cyndi's house on Wednesday, July 22, 2015 at 7:00 p.m. The party invitation is for staff and their significant other.

Grafton Music & Fine Arts Festival. Beth G. noted that she has been asked to help create May 2016's event. Discussion was held and it was suggested that in the event that Beth G. becomes involved in the development, that she check with legal counsel and the State Commission to ensure that there is no conflict of interest. Due to the demands of the Library Construction Grant Round, it was recommended by the Board that Beth not participate at this time.

Re-organization of the Board. A brief discussion was held in regard to re-organizing the Board; with members expressing whether they were interested in chairing the Board, Marilyn motioned Doug Bowman as Chair, and Diane Libbey as Co-Chair, seconded by Gary Beauchamp, and approved by all. Congratulations to our new Chair, Doug and new Co-Chair, Diane.

Developing a Foundation. It remains that we need to start a foundation; further research is being conducted on the development of a foundation, and individuals who will be involved are on summer vacation. This will be brought back to August's meeting.

August's Meeting Date. The request was made to change this meetings date from August 8, to August 5, 2015 at 7:00 p.m. Carry motioned to change this meetings date to August 5, 2015, seconded by Cyndi, with all in favor. Beth P. will arrange for a meeting room on August 5, 2015.

Policy Review:

Policy and Procedure Review. The policy sub-committee will meet July 22, 2015 at 7:00 p.m. to review and discuss the Volunteer Policy.

Director's Report:

Beth G. provided the Director's Report for the month of June 2015 for review and discussion. A full report can be found in this month's section of this Boards meeting manual. Statistics are up and will be emailed out.

Staff:

Children's Room Air Quality. Of note, a Library staff member is experiencing increased difficulty in breathing while in the Children's Room. Currently, she has been re-located to the Main Reading Room to work. She will visit her physician while we attempt to locate the source of her breathing difficulty.

We now have Joey, an intern from Worcester Center for Working and Living, he's is paid to be here 12 hours a week for the next 5 weeks.

Jerome Wheelock Birthday Party. Beth G. noted that the highlight of the month of June was the celebration of Jerome Wheelock's birthday celebrated on Saturday, June 20 with over 100 people attending. Beth G. noted that the cake was beautiful and tasty, the music upbeat, and the children had fun with bubbles and chalk. Beth G. thanked Homefield Credit Union and Wyman-

Gordan for donating towards the cost of the telescope; to Beth P. and Gary for organizing the event, the Friends for funding the cake, for Tom Casey for providing music, Mary Tulloch, Dotty, and Marilyn for staffing.

Beth G. noted that July 11, 2015 from 11:00 a.m. – 4:00 p.m. is the kick off of the Summer Reading Program Every Hero Has a Story, this event is for all ages. The Superhero Carnival will have superheroes present for photo opportunity, participants will have the opportunity to design their superhero alter-ego, refreshments will be available for purchase from Anzio's Brick Oven Pizza and Bushel N' Peck, with many games and other activities, including a bouncy house from 11-3 p.m. (teen exclusive time from 3-4 p.m.).

Statistics. Beth G. noted that she will forward June's statistics by e-mail attachment.

Citizens Input. None

Adjournment:

At 9:07 p.m. motion was made to adjourn the meeting by Marilyn seconded by Doug, with all in favor. The next meeting will be held on Wednesday, August 5, 2015 at 7:00p.m.in Conference Room A of the Grafton Town Hall.

Respectfully Submitted, Beth Patch, Recording Clerk

Attachments: June 2015 Agenda; June 2015 minutes; GPL Director's Report for June 2015; June 2015 Circulation Statistics; Motions Made Report (motions made by Trustees for items/services to the Library) from 2012; the 2015 Revenue/Expense Report from 7/01/14-6/11/15; the Department Revenue and Expenditure Report from 7/1/14-6/30/15; All Departments Expenditure Report from 7/1/14-6/30/15.

DL/BG/bp