



GRAFTON PUBLIC LIBRARY

35 GRAFTON COMMON
GRAFTON, MASSACHUSETTS 01519

PH: (508) 839-4649

FX: (508) 839-7726

www.graftonlibrary.org

MINUTES

GRAFTON PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting

Municipal Center Conference Room A

December 9, 2015 @ 7:00 p.m.

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

Excused: Douglas Bowman, Chair

Absent: Carrie Hogan, Trustee

Guest(s):

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

Review of Minutes. Motion was made to approve November 4, 2015's minutes as written by Cyndi Zarriello, seconded by Dana Wilson, 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 Diane, and approved by all.

Beth Patch noted that in tonight's packet is the invoice from the Green Dragon Bindery, Inc. for photographing maps (labor & photographer) for \$533.00. Cyndi made a motion to accept the Green Dragon Bindery, Inc. bill for \$533.00 to be paid out of State Aid Money, seconded by Dana with all in favor. Beth Patch will forward the bill for payment to Eileen Leblanc.

Old Business:

SHRAB Grant Update. Tabled

GRANTS

Tufts Grant Update. Money has been spent in conjunction with the Full STEAM Ahead Grant.

MBLC Grant Update. LSTA Grant began in November 2015. Sarah Banister and Jen McNeil attended the Massachusetts STEM Summit in Worcester this month. This was a fantastic opportunity to look at ways we can strengthen the STEM/STEAM programming we offer at the Library. Jen attended a great program all about building and engineering using boxes and other recyclable materials, and Sarah was excited about the session she attended on Sidewalk Math and incorporating fun and games into learning numbers, patterns, shapes, and colors. She will be attending a Super Park meeting to discuss incorporating Sidewalk Math into playground. Sarah

ordered materials for the collection (in kind) and for kits (grant) and Donna has started to receive and organize Full Steam Ahead materials (work on this project is being paid for through our LSTA grant budget.) Additionally, Sarah met with Grafton Public Schools and Busy Bee Day Care. Diane noted that she has been at UniBank for Story Hour; noting the bank is very happy with this program.

MIA Grant Update. Beth Gallaway conveyed that the security system's cameras would be installed in mid-December. To allow for a wider range of view will require four more cameras costing an additional \$2,500.00, which we could purchase in 2017. Trustees noted that they would like all cameras installed at once due to a recent increase in loss of Library holdings. Motion was made to purchase four additional cameras at the cost of \$2,500.00 out of state aid money by Marilyn Cusher, seconded by Dana, with all in favor.

Of note, Library staff discovered the theft of 17 DVDs in November. Three were from movies brought to the desk by patrons wanting to check them out, but the cases were empty. Following this, a volunteer was asked to search the entire DVD and BluRay collection, and 14 more were found empty on the shelves. This happened during a two-week period early in the month. Judging by the subject matter (action/thrillers), staff believe it was theft by the same person or persons. The Grafton Police were notified, and an officer came to survey the area. Signs alerting the public to the theft, mirror installed in the area, as well as posts on the website, and Facebook seem to have prevented further incidents, but a volunteer will be assigned a weekly check of the cases going forward. A book located in the Mezzanine was removed from its jacket with the jacket positioned in such a way as to appear that the book remained. A patron donated two boxes of DVDs in response, and an Amazon "wish list" has been created for replacements.

2016-2017 MPLCP Grant. Beth G. noted that in tonight's packet is a DRAFT copy of the Grafton Public Library 2015 Building Program. This document was reviewed one section at a time by Trustees. Trustees wondered if we are planning for a large enough Library expansion. Change *Young Adult* to *Teen* in Section V. Beth P. and Cyndi will meet on Sunday, December 13, 2015 to go through the whole document ensuring formatting, etc. are consistent. Please take this document home for review and return any changes to Beth G. by Friday of this week.

Trustees wondered where the soil samples results are that were previously conducted – we should be able to use these soil samples for this current building program.

Trustees noted that the MBLC is impressed that the Library is maintained and repairs are made on a regular basis.

Long Range Plan (LRP). Beth G. has edited the Long Range Plan into a final version for Trustees to review. During Trustee's review the word foundation and sensor story time was removed; the word implement was changed to investigate. Cyndi motioned to accept the Long Range Plan as written, with Dana seconding and all in agreement.

Budget Update. During last month's November Library Board of Trustees Meeting, the FY17 DRAFT Budget was presented for review and discussion, and feedback was given, with requested new positions prioritized. Beth G. will meet with Tim McInerney and Doug Willardson this month to go over the department's requests, which include two 20-hour positions for desk coverage, a library/IT person, and a 20-hour custodian as well as a new line for marketing, replacement computers for the Children's Room and increases for programing and educational materials.

ON-GOING AGENDA

WiFi Update (ongoing)/IT. The Library's WiFi issues have not abated and patrons complain daily. There is almost no connectivity in the Children's Room or outside the building; Apple products do not connect anywhere in the building, or streaming media will not connect wirelessly anywhere in the building. This remains unresolved.

Landscaping Update (on-going). Tabled

Door Repair/CPC Update (ongoing). Tabled

Building. - Tabled

Noise Complaints. Tabled.

Cushions Update (ongoing). Tabled

Air Conditioners. Beth Patch will purchase three air conditioners (two for second floor stacks and one for director's office) in the spring.

Maps. Tabled

Discarded Computer Grave Yard Store Room. Discarded computers remain in the Store Room undocumented for removal. Other items will be relocated to this space once the Store Room has been emptied.

The Friends. Doug Bowmen continues to work to schedule a meeting with the Friends. Of note, the Friends do not intend to participate in the program "For the Love of Books." However, they have fully funded the Summer Reading Program. Do we want a liaison to attend the Friends meeting? Eleanor Tidman will forward minutes from the Friends meeting.

Basket. Dana organized and created wonderful baskets, which will be taken to North Grafton Elementary. Dana will share pictures with all.

Membership. Carrie Hogan has resigned as a Trustee due to health concerns; however, to date, we have not received her resignation letter. Doug will need to follow-up with Carrie.

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:

Additional Hours for Beth Patch. A discussion was held around Beth Patch's hours. Trustees requested we bring back to discussion in May or June if we are in need in further funding to complete library tasks.

Library Walkabout.

Policy Review:

Policy and Procedure Review. The Response to Accident Policy will be reviewed during an upcoming 2016 meeting.

Director's Report:

Beth G. provided the Director's Report for the month of November 2015 for review and discussion. A full report can be found in this month's section of this Board's meeting manual.

Beth G. noted that the total circulation for November was down a bit; however, these numbers were down a bit last year as well. Students preparing for mid-term exams and the holiday season may contribute to this decrease in circulation. Stats were incorporated into the Director's Report this month.

Custodial Services. Continues to remain unresolved.

Staff. Beth G. noted that the monthly Staff Meeting will be held tomorrow.

Beth G. noted that she will take time off the last week of December 2015.

Citizens Input. None

Adjournment:

At 9:50 p.m. motion was made to adjourn the meeting by Marilyn, seconded by Cyndi, with all in favor. The next meeting will be held on Wednesday, January 13, 2016 at 7:00 p.m. in Room 33 of the Grafton Town Hall.

Respectfully Submitted, Beth Patch, Recording Clerk

Attachments. December 2015 Agenda; November 4, 2015 minutes; GPL Director's Report for November; GPL November 2015 Circulation Statistics; 2016 Closing Dates

DL/BG/bp