

LAKEVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
February 12, 2015 - Library Local History Room

Before the meeting was called to order, we were visited by Patrick Marshall who has taken out nomination papers to run for the open position of Library Trustee. Patrick spoke a little about himself and Olivia and the Trustees filled him in on what is expected to be a member of our working committee. We hope to have a chance to do likewise with anyone else who chooses to run.

The meeting was called to order at 10:00 a.m. by Board Chair Nancy LaFave

PRESENT:

Trustees: Nancy LaFave, Ruth Gross
Library Director: Olivia Melo
Absent due to illness: Don Fronzaglia

READING OF MINUTES:

The January 8, 2014, minutes were approved as corrected. *(Motion made, seconded, passed.)*

DIRECTOR'S REPORT:

The building was closed on Tuesday, January 27, due to a blizzard. Problems with snow continue and we hope to have a snow blower soon.

During January, Carol Magner coordinated and carried out a new program for adults. An evening of Arts & Crafts for Adults was well attended, despite questionable weather.

STAFF:

At the request of the Trustees, Olivia held her first monthly staff meeting on Wednesday, February 11. They discussed protocol, the Long Range Plan, the technology plan and a future self-check station, the budget, the description of the 20-hour positions, the summer schedule and the weather policy. Staff meetings will take place on the second Monday of every month.

BUDGET:

With the present population of Lakeville near 11,000, we are required by the state to be open for 40 hours. When the population hits 15,000, we will need to provide 50 hours of service. In this year's budget, Olivia plans to explain and begin a plan for gradual future growth. The first phase will be to add an extra two hours on Monday morning. Olivia will analyze the budget to get a dollar amount to add staff for Monday morning from 10 to noon. It could possibly be staffed, in part, by hiring the state-aid funded Clerk/Substitute. The Trustees voted to support Olivia's decision to propose to the Selectmen that we seek funding for the two extra hours to serve the public. *(Motion made, seconded, passed.)*

Olivia presented a statistical chart of daily transactions with a breakdown of circulation per hour, including the staffing available to process the circulation. Throughout the entire year, Saturday statistics are much higher than the rest of the week.

STAFF REVIEWS:

Staff reviews will take place by the end of March.

GREEN AGAIN:

Nancy is approaching Bristol Aggie to see if their students would be able to work on the grounds.

BRICKS:

The March newsletter and social media will advertise that the commemorative bricks can now be ordered at any time.

GREAT PONDS GALLERY:

The minutes of the November 8 meeting of the Gallery Arts Committee were supported as written. (*Motion made, seconded, passed.*)

POLICY REVIEW:

The Lakeville Library will follow the Selectmen's Weather and Emergency Notification Policy and Procedures, Adopted December 21, 2009. Trustees and staff were provided with a copy of the document.

BUILDING:

The snow removal conditions on January 29 were unacceptable. Olivia called Town Hall and the work was taken care of. In future years, the town will put in reflector stakes in November. Olivia will make a note to remind them. Rita called Olivia to say that the town would buy a snow blower for the library to use.

Although the Trustees stated concern about her safety, Olivia said that her contract includes putting down salt on the walkways and making sure they're safe for patron use.

MV Electric fixed several lights in the building and the staff exit light. They couldn't get to the light that is out in the parking lot because of the snow. They will return when access is possible.

UNFINISHED BUSINESS:

We have had several additional donations in Cathy Goodfellow's memory. Nancy brought in a picture of a bench at the Rochester Library that had a sculpture of two children reading and a memorial plaque. The Trustees agreed to have Olivia approach the Friends about purchasing a bench of this type with Friends' money as well as money donated to the library in Cathy's memory. If the Friends approve, the Goodfellow family will be approached to see if they are in favor of the idea.

NEW BUSINESS:

Four bags of historical books were donated by Jim and Rita Gouveia.

The Middleboro Area Mothers' Club has requested the meeting room to hold a Mommy & Me yoga class. The Trustees approved the request. (*Motion made, seconded, passed.*)

NEXT MEETING: Thursday, March 12, 9:00 a.m.

MEETING ADJOURNED: 11:48 a.m.

Respectfully submitted,
Ruth Gross