

LAKEVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
August 4, 2011 - Library Local History Room

The meeting was called to order at 9:27 a.m. by Board Chair Nancy LaFave

PRESENT:

Trustees: Nancy LaFave, Betsy Walters, Ruth Gross

Library Director: Olivia Melo

READING OF MINUTES:

Minutes of the July 12, 2011, meeting were approved as amended. (Motion made, seconded, passed.)

DIRECTOR'S REPORT:

- **Budget** - All FY11 bills have been paid. The town found money to cover the bills that we were not able to pay.
- **Staffing** - The staggered hours caused by the cut in hours is difficult. We hope to find more hours as soon as possible.

Olivia will start looking for a library page in September. Hopefully this will help with the extra work.

BUILDING:

- The AC tripped again because of a buildup of debris outside.
- The meeting room AC is still having trouble regulating the temperature. Bay State will eventually fix the problem.
- Bay State has installed the software for the HVAC. At this time, our computer server won't allow them to make changes to the system off site, however they can make changes in the building.
- MV Electric fixed the electrical pieces that needed to be done.
- The parking lot lights will be set to turn off at 8:05 instead of 11 p.m. to save electricity. When the electricians come to do this work, Olivia will ask them if there is a solar light we could have installed in the parking lot island for security.
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GROUNDS:

- Lawns are still brown. The Parks Department is looking into the location of the sprinklers and whether we can tie them into the well at Ted Williams Camp.
- Volunteers are still working in the gardens.

GALLERY:

The minutes of the May 19, 2011 Library Arts Committee meeting were supported by the Trustees. (Motion made, seconded, passed.)

OLD BUSINESS:

- **Long Range Plan** - Our technology is aging and replacement or updating will be a priority in the Long Range Plan.
- We are still reviewing the Animal Habitat information sent by the Girl Scouts.
- Nancy has been in touch with the Herring Run Committee who are offering suggestions for a film festival.

NEW BUSINESS:

- **Policy** - The library offers fax service, however the fax machine is in the staff work area and large faxes take away staff time from the circulation desk. The Trustees composed a policy concerning the printing of faxes for the public:

The Lakeville Library offers fax service for a fee for the convenience of its patrons. Material will be faxed based on staff availability.

(Motion made, seconded, passed.)

When patrons come to the desk during a busy time or when they have large faxes, they will be asked to leave the work to be faxed and return later to pick up the pages.

- The Trustees signed a letter to Cindy McCrae, Town Accountant, approving Elizabeth Walters as the authorized signature for library invoices.
- On July 21, Olivia noticed that someone had shot a brown paintball against one of the windows facing the parking lot. The screen will have to be replaced, but the window was ok. On July 23, Jim Norris noticed that brown paint balls had hit two of the signs in the herb garden, as well as one of the white benches. Also, the hose was sliced and a plant had been cut down. The police were notified, sheriff came to view the vandalism and pictures were taken for insurance purposes. The insurance has a \$1000 deductible, so we will probably have to replace the screen and fix the signs and bench out of pocket.
- The May, 2012, Gallery exhibit will be a 100th anniversary celebration of Assawompset School. The public will be asked for memorabilia and the library will be a drop off site. A May 12 reception will be planned.

NEXT MEETING :

Thursday, September 8, 2011, 9:00 a.m.

ADJOURNMENT: The meeting was adjourned at 11:17 a.m. (Motion made, seconded, passed.)

Respectfully submitted,

Ruth Gross