

LAKEVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
May 12, 2011 - Library Local History Room

The meeting was called to order at 9:13 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 April 14, 2011, meeting were unavailable and were deferred until next month.

Minutes of the April 30, 2011, special budget meeting were approved as amended.
(Motion made, seconded, passed.)

DIRECTOR'S REPORT:

- Program: Nancy presented an idea for a "Community Reads" program in which the whole town reads the same book and different organizations sponsor programs having to do with it. Olivia explained that Topsfield's program was funded by a federal grant and we wouldn't be able to do it on the same scale, but that is a program she would like to do at some point.
- Staffing: Trustees discussed staffing in relationship to budget issues and the possibility of cutting hours.

OLD BUSINESS:

- Building: Dave from Bay State Cooling will be at the library on May 19 to install the new software for the HVAC system. This will be paid for by the capital campaign.
- Irrigation will be turned on May 11. Sprinklers are turned off for now. Ted will determine when the grounds need water and turn on accordingly.
- Well (irrigation from Ted Williams Camp): George Melo from Rain Magic will be available to do the lines for it. Nancy is still waiting to hear from the Parks Dept. as to whether it is feasible.
- Brownie animal habitat project: no news from them.
- Engraved Bricks Fund Raiser: Orders continue to stream in. Betsy will place the first order on or around June 1. It will be an ongoing project.

- Ruth has spoken again to Don Foster from the Cable Committee. They are still interested in using the library for a studio/storage/editing space. Ruth and Don spoke about the option of adding on or changing walls. The Trustees are in favor of no additions or changes to the existing building with the exception of the new door at the entry to the meeting room. Don will speak with his committee and see if we can arrange another meeting.

POLICIES:

Betsy is reviewing and revising one policy each month.

Library Organization: Draft reviewed, wording to be revised. An organizational chart will be designed.

GREEN AGAIN:

- Because of recent money from the Capital Campaign, Nancy has decided not to purchase the picnic table at this time.
- We have 20 yards of mulch to be distributed. Mulch will be used instead of crushed stone for the herb gardens.
- The Trustees approved the purchase of up to \$400 for plants. (Motion made, seconded, passed.)
- Ruth will place receptacles for donations to the Green Again fund and write an article for the newspaper. Nancy will add onto the article with names of present Green Again gardeners.

BUDGET:

As discussed at the April 30 Special Budget Meeting, the following steps were taken:

- HVAC bills were reclassified to Capital Campaign - total of \$4774.37
- Office supplies were reclassified as gifts
- Book money had to be used for utilities; the Friends approved \$4000 to purchase books in order to stay certified. Friends gave a total of \$9000 + \$2000 in museum passes during the fiscal year. Betsy will write a letter to the editor thanking the Friends.
- We are still short for this fiscal year. Olivia has found extra money in the salary budget to help with the deficit.

NEW BUSINESS:

- Nancy had a non-union personnel meeting with the selectmen. Possible changes in the health insurance co-pay were discussed.
- Fire Safety - Nancy went to a fire safety lecture at the Mass. Libraries conference. Her suggestions were: close all fire doors when closing the building

in order to contain possible fires, fire drills twice a year, unplug appliances when not in use, shovel all exit doors after snow. Olivia will add the fire door closing to the evening closing procedure.

- Outside lights: Olivia is working on changing the programming to turn off the parking lot lights earlier than present. She will speak with MV electric.
- The rug hooking program that Nancy is organizing will hold a meeting in September.
- Due to the fact that July 4 is a Monday, the Trustees approved the following policy (Motion made, seconded, passed.):
When there is a Monday federal holiday, the library will be closed for the Saturday before the holiday.

GALLERY:

- Minutes of March 17, 2011, meeting were submitted and approved. (Motion made, seconded, passed.)

NEXT MEETING: Thursday, June 2, 2011: 9:00 a.m.

FUTURE MEETING :

Tuesday, July 12, 2011: 9:00 a.m.

ADJOURNMENT: The meeting was adjourned at 11:45 a.m. (Motion made, seconded, passed.)

Respectfully submitted,

Ruth Gross