

**LAKEVILLE PUBLIC LIBRARY**  
BOARD OF TRUSTEES MEETING MINUTES  
November 8, 2011 - Library Local History Room

The meeting was called to order at 9:15 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 October 13, 2011, meeting were approved as submitted. (Motion made, seconded, passed.)

**DIRECTOR'S REPORT:**

- Circulation in October was up from the same month in FY10 and FY11.
- Youth programs have been well attended with more than 75 participants at the annual Halloween Bash. Island Terrace donated \$75 for supplies for this party.
- Staffing - Olivia's communication logs have been working well to help keep everyone up to date with appointments, vendors, repairs and programming.
- Budget - Olivia and Rita have drafted a letter to the state explaining that the town has provided level funding for all departments.

**BUILDING:**

- EMC services is the company that is contracted for our software for HVAC. They checked and adjusted all the boxes to give an evenly regulated heat. The EMC technician gave Olivia information on adjusting the AC unit outside - Olivia will address this with BayState when they turn on the AC next year. EMC also suggested we have the system on remote access so they can service it from their headquarters. Olivia discussed this with Paul, the town IT tech. He will help to set up remote access.
- There was a problem with fumes when the boiler was started. Standish cleaned the boiler.
- There was a smell in the bathrooms. Olivia had Jim pour bleach in the drains which took care of the problem. Jim will clean the drains with water and bleach once a month.
- Jim cleaned mildew in the vents.
- We continue to have a problem with people parking on the grass. This puts our sprinkler heads in peril. Olivia has asked the monthly attendees of the Plymouth County breakfast to park at the Old Town House. Groups may be asked to do this so that there is room for library patrons to park.
- Ted put pots of chrysanthemums out for the Arts & Music festival.

- Nancy noticed a “gatherer” who makes potpourri mix gathering flower pods, seeds and herbs from the gardens. She explained the liability involved due to insecticides and that we need the plants to reseed, so asked the person not to gather in our gardens.

#### **GREEN AGAIN:**

Olivia asked Ted to look into finding someone to install the bricks.

#### **DIRECTOR’S REVIEW:**

Olivia was presented with her employee performance evaluation. Her overall rating reflects that she exceeds our expectations. The review was approved by the trustees. (Motion made, seconded, passed.)

#### **GIRL SCOUT WILDLIFE HABITAT PROJECT:**

Nancy met with Sarah Kulakovich. The Girl Scouts would like to have a bird house workshop in the spring. They have looked into reserving a program room. The Girl Scouts are also planning to plant blueberry bushes and set up bird viewing stations. The trustees are open to reviewing proposals when they are submitted.

#### **GREAT PONDS GALLERY:**

The September 15 Gallery Arts Committee minutes were approved. (Motion made, seconded, passed.)

The library will showcase the chairs for “Chair-ish Your Library” at Made In Lakeville in December.

#### **POLICY REVIEW:**

- The Bylaws review from September’s Board of Trustees meeting was presented in final form with changes made.
- Betsy presented the Great Ponds Gallery mission statement which was approved. (Motion made, seconded, passed.) The final version will be submitted next month.

#### **ARTS & MUSIC FESTIVAL:**

The Historical Commission has agreed to install 1 or 2 outside outlets by the Old Town House to be used during the Arts & Music Festival.

#### **NEW BUSINESS:**

- The form to update the Long Range Plan is due December 1.
- The Trustees were presented with the Open Meeting Law Guide and Conflict of Interest Law Summary to be completed.
- Olivia presented a new Town Department Use of the Large Meeting Room Request Form. The form was approved. (Motion made, seconded, passed.)

- The trustees discussed holidays and when the library would be closed due to weekend or Friday holidays. The schedule for the next few months are as follows:
  - Veterans Day - Sat.-11/12 - Closed
  - Thanksgiving - Wed.-11/23, Thu.-11/24 - closed
  - Sat.-11/26 - open
  - Christmas - Sat.-12/24, Mon.-12/26 - closed
  - New Year's - Sat.-12/31, Mon.-1/2 - closed

**NEXT MEETING:**

December 8, 2011 - 9:00 a.m.

**MEETING ADJOURNED:**

The meeting was adjourned by 12:20 a.m. (Motion made, seconded, passed.)

Respectfully submitted,

Ruth Gross