

LAKEVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
October 13, 2011 - Library Local History Room

The meeting was called to order at 9:10 a.m. by Board Chair Nancy LaFave

PRESENT:

Trustees: Nancy LaFave, Betsy Walters, Ruth Gross

Library Director: Olivia Melo

For first part of the meeting:

Cable Committee Members: Don Foster, Bob Marshall, Dave Curtis

THE ORDER OF BUSINESS WAS CHANGED IN ORDER TO MEET WITH THE CABLE COMMITTEE FIRST. (Motion made, seconded, passed.)

Betsy had sent a Draft Agreement to the Cable Committee concerning their use of the Lakeville Library. Bob Marshall reported that this draft (with current date) will go to the Selectmen. It is then up to the Selectmen to decide whether the Cable Committee will remain a town department or become an access corporation. The Trustees agreed to this plan.(Motion made, seconded, passed.) Dave Curtis will take the draft to the Cable Committee's attorney and then get on the Selectmen's meeting agenda. Once approved by the Selectmen, the Cable Committee will proceed with getting prices for the new door and construction of the office.

9:30 - Cable Committee Members leave. RETURN TO AGENDA. (Motion made, seconded, passed.)

READING OF MINUTES:

Minutes of the September 13, 2011, meeting were approved as amended. (Motion made, seconded, passed.)

DIRECTOR'S REPORT:

- Olivia reminded the Trustees that her contract is due for renewal and her evaluation is also due at Town Hall.
- Olivia is involved in many areas of professional development including SAILS treasurer and FEMA board.
- Programming: On Tuesday nights, the library hosts Mah Jong Club, Chess Club, Pokemon Club and Genealogy assistance. The Mah Jong Club is attended by the COA, too.

STATE AID:

We met the materials and hours requirements for state aid, but didn't meet the requirement for a 1.025% increase in funding because we were level funded. The figure on the Financial Report to the state shows that our appropriated budget fell short of the requirement by \$12,663. We were appropriated \$269,485 and needed to be at \$282,148 to reach the state's requirement. If we were at full compliance for the grant, the award would have been around \$17,000. Olivia, Rita Garbitt and Cindy McRae are working on a waiver request to show that the library is funded the same as other town departments.

BUILDING:

- New lines had been painted in the parking lot.
- The outside lights have been fixed.
- The canister lights in the foyer and spot lights in the gallery need new light bulbs and possibly more work.
- The irrigation sprinklers have been turned off for the season.
- The air vents have mold. Bob Iafrate said they need to be cleaned. He had someone look at the mold and it is mildew. Jim can probably clean it, but Olivia is still waiting to hear about how toxic the process will be for him. Olivia will tell the HVAC people to check the humidity control.

STAFFING:

- Olivia is implementing better ways of communicating with staff and documenting communication with outside assistance. The staff will be expected to use these forms:
Forms for SAILS to get computers fixed
Forms for directives to staff
Forms for phone calls and meeting with vendors and repairmen
- We will begin next month reviewing the job descriptions of all jobs in the library and to update them to keep up with the long range plan and library mission statement.

GREEN AGAIN:

- Bricks have arrived and are in the building. Betsy is looking for someone to install them and will try to get them in before it snows.
- The garden project is over for the season. Nancy still has mulch to move before winter.
- Benches will be moved in for the winter soon.

GALLERY ARTS COMMITTEE:

- Minutes of the 7/31/11 and 8/18/11 meetings were approved as amended. (Motion made, seconded, passed.)
- Olivia will put the "Chair-ish Your Library" project on the website and Facebook.

POLICY REVIEW:

Betsy submitted a draft of the Bylaws of the Board of Trustees, dated 10/11/11. The draft amendments were approved (motion made, seconded, passed) and a final document will be presented at the next Trustees meeting.

ARTS & MUSIC FESTIVAL:

- The police department's handling of the traffic during the festival was great, however some patrons complained they couldn't get into the library lot to park.
- The Festival Committee asked if they could use the library's electricity for the festival and will pay for the electricity used. They would run a line to a light pole. We will respond that we "support the idea of investigating the use of the library's electricity, but would suggest a permanent outside outlet". (Motion made, seconded, passed.)

- Festival Committee asked if we would support asking the Selectmen to put a crosswalk from the corner of the cemetery to the Historic Library. We will "support the effort to produce a safe crosswalk from the Library to the Historic Library". (Motion made, seconded, passed.)

UNFINISHED BUSINESS:

The Volunteer Luncheon was changed to December 3 due to the Veterans Day holiday. Nancy will send invitations.

NEW BUSINESS:

- The Arts Committee asked if we would be willing to take the overflow from the December 10 "Made in Lakeville" craft show at the COA in the Gallery instead of the Old Town House which is not heated. It will bring in more people from the Friends Open House that day. There may be 10 crafters. The Trustees agreed to "waive our 10% donation policy for this event for 2011 and allow 'Made in Lakeville' to use the Gallery on December 10, 2011". (Motion made, seconded, passed.)
- Olivia applied for an Arts Council Grant for Apponequet student, Mark Mello, to repeat his Civil War presentation in the spring.

NEXT MEETING:

Tuesday, November 8, 2011, 9:00 a.m.

MEETING ADJOURNED:

The meeting was adjourned by 11:15 a.m. (Motion made, seconded, passed.)

Respectfully submitted,

Ruth Gross