

LAKEVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES

November 13, 2014 - Library Local History Room

The meeting was called to order at 9:11 a.m. by Board Chair Nancy LaFave.

PRESENT:

Trustees: Nancy LaFave, Ruth Gross, Don Fronzaglia

Library Director: Olivia Melo

READING OF MINUTES:

The October 9, 2014, minutes were approved as written. (Motion made, seconded, passed.)

CHANGE ORDER OF BUSINESS

9:14 a.m. – The order of business was changed to accommodate a guest. (Motion made, seconded, passed.)

Present: Guest, Jose Invencio, LakeCAM Executive Director

Jose Invencio, new LakeCAM Executive Director, was introduced to the Trustees. He reiterated his desire for a smooth working relationship between the Library and LakeCAM.

Jose is making an effort to make sure the alarm is set at closing. As with any new member of the LakeCAM staff, it takes a while for the process to become familiar.

Jose suggested a privacy screen for the kitchen alcove so that the LakeCAM staff still has use of the kitchen and storage closet when a program is taking place in the Meeting Room. He will look into it and get back to the Trustees.

Jose asked that LakeCAM be allowed to install a drop box for volunteers without off-hours building access to deposit SD cards or other information that needs editing. The Trustees suggested the installation of the drop box in a planter barrel so that the location can be changed. Jose agreed and the Trustees approved his request for the drop box.

9:37 a.m. –RETURN TO ORDER OF BUSINESS AS STATED IN THE MEETING AGENDA

DIRECTOR'S REPORT:

The September and October, 2014, Director's Report and Youth Services' Report were presented and reviewed.

The Library has purchased a new copier. Ricoh, who has been maintaining our machines will no longer be doing so. New England Copy Supply can provide us with a 3-year contract.

Overdrive now offers videos and children's Tumblebooks. Patrons are starting to take advantage of these.

BUDGET AND STAFFING:

Beki was out sick for 2 weeks and has used up all of her personal/sick time. The staff each donated a day to give her more sick leave.

PROGRAMS:

Tom E. Curran presented a sports discussion which was attended by 35 people – including 18 teenaged boys. He said he would do it again. We'll hope for the Super Bowl!

BUILDING:

The Young Adult room has been painted. Don, the custodian has re-installed the shelves.

The weather prevented completion of painting the gazebo. Nancy anticipates finishing in the spring.

LAKECAM:

Olivia sent a thank you to LakeCAM for their \$2600 donation.

GALLERY ARTS COMMITTEE:

Minutes of the October 21 meeting were presented and approved. (Motion made, seconded, passed.)

The Gallery is now scheduled for exhibits until April 2016.

Deirdre Taylor has taken over the Gallery Facebook page.

UNION:

A vote to increase town staff salaries by 1.5% will take place at the Special Town Meeting on November 17.

LONGRANGE PLANS:

Until now, the Library has been financially self-sufficient, working within our allotted budget. Olivia has made a decision to enter in the Library in the town's Capital Plan. Our present needs are:

A self-service station for the adult circulation desk: about \$7000 – a customer service enhancement that will reduce the waiting time for patrons

New scanners that will scan library cards on phones

A large TV in the meeting room with laptop connection capability – the projector hasn't ever been good and the white board has rarely been used.

FRIENDS OF THE LAKEVILLE LIBRARY:

This year the Friends will use the Friends Open House during the Make in Lakeville event to offer a thank-you to the public with free cookies and cider. There will not be a cookie/bake sale, auction or music. The Friends will buy a new tree and decorate it.

Nancy reported on a "Friends Sharing with Friends" forum she attended at the Middleboro Library. It entailed the relationship between Trustees and Friends as well as strategies for raising funds and financial record-keeping.

Olivia is planning a newsletter to be sent with the Friends application that will have dates of Friends' activities and book sales.

BOOKS AS GIFTS:

An order form will be on the website to order books in memory/honor for \$25. Patrons will not have the choice of book.

IDEAS FROM DON FRONZAGLIA:

Our interim Trustee, Don Fronzaglia, continues to provide us with ideas to raise money and awareness at the Lakeville Library.

Publicity – Don suggested that, for National Library Week, we get a restaurant or other business to provide a discount to patrons who show their library card – value to being a library card holder.

Business partners – Don presented a letter to be sent to businesses to offer them the opportunity to use their advertising budgets to support the Library – in return they would be able to display a visible sign for the month.

BRICKS:

The Brick Fundraiser wrapped up on November 1. 20 bricks were ordered and should be in before Christmas.

NEW BUSINESS

SAVAS TRUST:

John Powderly has informed us of a trust started by the Savas Family when the present library building opened. It was the gift of Bonds – a \$25,000 investment in Pfizer, which is now \$56,000.

STAFF VACATION DATES:

The Trustees reviewed the vacation dates submitted by Town Hall and adjusted according to library days/hours. (Motion made, seconded, passed.)

EARLY CLOSING:

On Wednesday, December 31, the Library will close at 4:00 p.m. (Motion made, seconded, passed.)

TOWN FAIR:

Lakeville will hold a Town Fair at Ted Williams Camp either the first or third Saturday of February.

DEDICATION:

Nancy met with a remaining member of the original Lakeville Library "Sewing Circle". The group still has money since they received an endowment and they just used the interest. They have not yet decided what to do with the money. They may order bricks or give the money to the Friends – have to check their bylaws. Nancy suggested and Trustees approved dedicating the reading alcove(front window area) in the Local History Room in honor/memory of the Ladies Sewing Circle.

VOLUNTEER LUNCHEON:

Thank you notes were received from Barbara Rose and Joanne Upham for the Volunteer Luncheon.

Next year's volunteer luncheon will be held on Saturday, November 14. The week of November 8 will be set aside as "Friends of the Lakeville Library Week".

NEXT MEETING: Thursday, December 11, 9:00 a.m.

MEETING ADJOURNED: 11:27 a.m. (Motion made, seconded, passed.)

Respectfully submitted,

Ruth Gross