

LAKEVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
March 26, 2015 - Library Local History Room

The meeting was called to order at 9:05 a.m. by Board Chair Nancy LaFave

PRESENT:

Trustees: Nancy LaFave, Ruth Gross, Don Fronzaglia

Library Director: Olivia Melo

Guest: Sarah Kulakovich

READING OF MINUTES:

The March 2, 2015 minutes were approved as written. (*Motion made, seconded, passed.*)

The March 7, 2015 minutes were approved as corrected. (*Motion made, seconded, passed.*)

9:14 a.m. - MOTION TO CHANGE AGENDA (*Motion made, seconded, passed.*)

Guest: Sarah Kulakovich

Sarah Kulakovich asked to put a display in the lobby concerning Backyard Wildlife Habitats and invasive plants. She would also like to schedule speakers on these topics. The Trustees approved her plan and scheduled the Gallery for Tuesday, April 21, for speakers. Nancy suggested that Sarah take part in the Green Fair on May 9.

Sarah would also like to put up three nesting boxes on the outside windows of the library. This was approved by the Trustees.

Sarah explained that a group of 20-40 kindergarten students would attend a half day home-school kindergarten and would like to use the library as a gathering space on a weekly or monthly basis. The group would include the kindergarteners, parents and younger siblings. The Children's Activity Room and Gallery are both available on Wednesday afternoons. The Trustees agreed to allow the group one of those spaces once a week for a 3-6 month trial with the understanding that children will be the responsibility of the parents, not the library staff, and that no storage space would be available.

9:47 a.m. - Back to the Agenda

DIRECTOR'S REPORT:

Olivia asked the Trustees to attend a staff meeting on Monday, 3/30, 11 a.m.

Olivia presented the February, 2015, Director's Report which showed a 10% reduction in circulation, however a 100% increase in digital downloads from the previous year. The library now has Zinio, an electronic source for magazines. This has been obtained as a one-year subscription and paid for with the LakeCAM donation to the library.

Olivia credited Beki with a great job in Ipad instruction. Beki has chosen to bring patrons who need help to the front reading area which makes it very visible to the public.

Don brought up a discussion of the clubs that meet at the library (knitting, cribbage, mahjong, etc.). He suggested highlighting them in the newsletter to let people know that they take place and that space is available in the library.

BUDGET:

Olivia, Nancy and Don met with the Finance Committee and Selectmen for the annual budget meeting. There were no problems mentioned and we anticipate receiving the budget submitted.

In anticipation of having the money approved for extra Monday hours, Olivia suggested we begin on July 1 since the salary amount will be available. The Trustees discussed starting then or waiting to begin after Labor Day. No final decision was made.

LakeCAM:

The library will have LakeCAM's name engraved for the donation board in recognition of their donations to the library.

Ruth advised the Trustees that she had resigned from the LakeCAM Board at the last meeting, in anticipation of the new Trustee taking that position. Nancy stated thanks for the Library Board for her participation.

LakeCAM relayed to Ruth that they are concerned with the air quality, not only in their office, but in the Children's Room. Olivia said that Standish had inspected the boiler last week and the filters were changed. A lining had become wet and that might have added more fumes to the air.

GROUNDS:

Unfortunately, our new shed does not fit our snow thrower. It will need to be returned. Olivia will check with Don, the custodian, to see if he can return it.

MV Electric was able to replace the lights that were out in the parking lot. However, now all the other lights in the parking lot are out. Olivia will call MV Electric again. One light is in a snow bank, so we may have to wait longer for it to be addressed.

Nancy will start to evaluate the gardens as soon as the snow clears more.

Olivia submitted the balance sheet for the Goodfellow Bench.

BRICKS:

All bricks orders have been submitted and should be in before the installation is scheduled.

Olivia presented the balance sheet for the brick fund raiser.

GALLERY ARTS COMMITTEE:

In an effort to make the gallery more welcoming and available, we will leave the peripheral lights on for the month of April while the Chair-ish Your Library fund raiser is going on. We will then compare the energy bills to see how much the extra lighting would cost.

Olivia presented the Gallery's balance sheet.

LONG RANGE PLANS:

The request for the extra two hours for the library to be open each week fulfills our long range plan. As well as supporting the long range plan, this request is user-driven. The public wants Monday morning hours at the library.

FINANCES:

Olivia presented the account balance sheets.

Nancy is researching the Savas Account to see whether it was endowment specified for materials, the building or some other earmark, or whether we can choose how it should be spent.

Nancy submitted a bill for the new engraved plaques to be paid by Capital Campaign. (*Motion made, seconded, passed.*)

DIRECTOR SEARCH:

So far, we have four applicants for Library Director. One is a former public library director; the three others have directed other types of libraries.

State aid depends on the director having a Masters of Library Science.

Nancy has send a list of the search committee to Rita:

Nancy LaFave - chair

Ruth Gross

Don Fronzaglia

New Trustee elected on April 6

Aaron Burke - Selectman

Barbara Rose - Friends

Teresa Mirra - Staff

Olivia Melo

DIRECTOR TRANSITION PLAN:

Olivia will work hourly for, at least, the month of April. The addendum to her contract has been written and approved by Town Hall. Olivia will have everything in order before she leaves. As of April 6, she won't be available 9-5, but will be available by email - same address. She plans to work while the building is closed.

Olivia will continue to do the bills, budget, scheduling and building issues. She has designed a daily log for the staff to use for all issues. It will be kept at the front desk and Olivia will review it when she comes in.

NEW BUSINESS:

The suggestion had been made that, since we have three citizens who are interested in being Trustees, we could increase the size of the Board and appoint the two candidates who did not win the election. Nancy stated that the idea of increasing the Board size would need bylaw changes. The town bylaw states that we would have to increase from 3 to 6. The Board of Trustees chose not to pursue this avenue of thinking at this time.

IDEAS FROM DON FRONZAGLIA:

Don suggested that the Trustees have business cards.

AA Will is closing. If we need supplies from them, Don will approach them for donations.

Nancy will discuss Don's previous plan for corporate supporters with Rita to if there are any legal restrictions.

Don suggested we change the name of the library to Lakeville Library and Cultural Center. The trustees discussed, instead, using a tag line: Lakeville Public Library, A Community Cultural Center.

NEXT MEETING: Saturday, April 11, 2015, 9:00 a.m., Library Local History Room.

ADJOURNED: 11:51 a.m. (*Motion made, seconded, passed.*)

