

Lakeville Public Library  
Board of Trustees Meeting  
January 14, 2013

Meeting called to order at 12:35PM

Attending: Ruth Gross, Nancy LaFave, Betsy Walters, OliviaMelo

**\*Approved: Meeting minutes for September and November, 2012.**

Director's Report:

- \*The Friends' Open House was very successful.
- \*Staff is continuing training on e-readers.
- \*The library's holiday decorations and giving tree were very popular.
- \*The new door is very useful and working well.
- \*The circulation desk in the children's room needs more light, now that the LakeCAM office has blocked one window. A new light will be installed.
- \*The annual budget has been submitted as a maintenance budget. This budget is only \$2,227.00 below the level of full compliance for municipal appropriation. The materials budget is still significantly low; the current budget is \$28,000.00 while \$46,000.00 is needed.
- \*Staffing is stable. The substitute staff member is typically coming in about five hours per week.
- \*The HVAC system is working well.

Old Business:

LakeCAM:

- \*The \$200 per month originally given "in lieu of rent" to defray library expenses is being placed, per order of the Selectmen, into the town's General Fund. LakeCAM plans to continue to provide a gift to the library as a donation to the materials budget, with an emphasis on the audiovisual collection.
- \*Does the library want to participate in archiving videos of town meetings? The Director recommends waiting a year to judge the demand for these materials. There would be a cost to the library for cataloguing. This question should be revisited in 2014. In the meantime, LakeCAM may wish to create a storage plan for themselves.
- \*LakeCAM will soon have a student intern. The Trustees agree that she should have a key. She will need to speak with Olivia in order to be assigned an alarm code.
- \*May LakeCAM place stationary cameras in the meeting room/gallery?  
(Note:artists will need to be made aware that their work may be televised.)  
Cameras will only be used during specific meetings and times.

**\*Approved: A motion to allow LakeCAM to install stationary cameras in the least invasive way possible, not to impede the gallery hanging system, with the involvement of our library representative, in the gallery/meeting room.**

Building:

\*There has been no change on the question of irrigation. Nancy will write another note to the Selectmen's Office.

\*The building still needs to be power washed.

Brick Project:

\*Bricks have been received, to be installed in the Spring.

Arts Committee:

\*Meeting minutes approved.

\*The Arts Committee will need a policy to cover no-show artists.

Long Range Plan Survey:

\*The action plan update has been completed. Surveys have gone out in the town census, and a long-range committee will be established when the surveys are returned. A new long-range plan will be completed by October, 2013.

New Business:

\*Olivia will apply for a "Customer Experience in a Digital Age" grant. The library will be able to purchase tablets for staff training. Olivia may involve LakeCAM in the "virtual training" of staff, so that staff may then train patrons.

\*The SAILS Legislative Breakfast will be held here on February 8<sup>th</sup>, from 8 to 10 AM.

\*Our safety plan has been reviewed with staff and the police department in light of the recent Sandy Hook tragedy.

\*Use of the Meeting Room:

There have been issues of individuals and groups scheduling the meeting room and then not showing up. Library trustees support the Director's prerogative to deny access to those who abuse the privilege of meeting room use.

\*Discussion of Saturday holiday closings. When the library is closed on Saturday for a holiday, staff will not be compensated above and beyond holiday pay for any closing voted upon by the Board of Trustees.

Next meeting: February 14, 2013 at 9:00 AM.

Meeting adjourned at 3:15 PM.

Respectfully Submitted,  
Betsy Walters

