

BOARD OF LIBRARY TRUSTEES MEETING
November 1, 2018

PRESENT: Jeanne Cianciola, Chairperson
Emily Blampied, Secretary
Elaine Shea, Treasurer
Virginia Johnson, Library Director

Call to Order/Reports: The meeting was called to order at 4 p.m. John O'Leary, former trustee (2005-2011) joined us and shared a brief history from his time on the board in regards to the management of the two library trusts. The secretary's report from the meeting of September 24 was distributed, read, and accepted by unanimous vote.

The treasurer reported \$398,873.45 in the Barbara Mann Trust, and \$819,064.59 in the Curtis Trust.

The library director distributed her report which spoke to her participation in the NELA conference, resulting in reaching out to the school system/school committee, addressing LGBTQ+ issues, and the opiate crisis and its impact on our library. The building has been inspected by the fire department with minor concerns being addressed; interviews are being scheduled for reference librarian; the collection continues to be culled and streamlined. Programming continues with several new activities (such as a knitting group) being offered.

New Business: A. The policy and procedure for gaining a library card is being reviewed, as is the registration card itself. Lynne Campbell, children's librarian, spoke of the staff's concern of having it very clearly defined as to who would have financial responsibility for each new patron.

B. The capital campaign requests have been outlined and will be presented to the Advisory Committee on Tuesday, November 13, at 7 p.m. Five major areas are being addressed: replacement of all carpeting to be done in phases, signage for the front of the building, updating and correction of the HVAC system, access for handicapped staff to the staff areas, and a separation of the foyer from the children's room to both muffle sound and protect the children from any threatening situation.

C. A plaque will be ordered for the reproduction Pilgrim-era chair and candy treats will be given to all book sale room volunteers.

Other Business: The holiday party, hosted by the trustees, scheduled for Friday evening, December 7, was discussed and its plans refined. In addition to our having to have insurance and a police detail, we are now being required to have a TIPS certified person to pour the wine. With all that in place and with Jon Finn and Family committed to provide music, invitations can now be designed and mailed to all Friends of the Library along with staff, volunteers, and others who support our library.

With our next meeting planned for Monday, November 26, 2018, at 3:30 p.m., we adjourned at 6 p.m.

Emily Blampied
Secretary

Documents distributed

BOLT agenda for 11/1/2018
BOLT minutes for 9/24/2018
Director's report

Circulation data for September
Copies of lists/receipts from party, 2017