

BOARD of LIBRARY TRUSTEES MEETING MINUTES



DATE: Thursday, July 28, 2016

TIME: 5:30 PM

LOCATION: Conference Room, Main Library

BOARD MEMBERS / ATTENDEES PRESENT:

Johnna Frederickson, Chair

Roger Bacchieri, Melissa Dyer, Mike Dowd, Aprilleigh Lauer, Diane O'Brien and new director, Mike Carlozzi

BOARD MEMBERS ABSENT:

Selectman Representative

Call to Order

5:35 PM by Johnna

Welcome / Introductions

A hearty welcome to our new director, Mike Carlozzi! Mike has been on the job and ready to take on his new role.

Public Comment

None

Approval / Review of Previous Minutes

Accepted May and June minutes, with changes.

Aprilleigh motioned, Melissa seconded

6-0-0

Correspondence

None

Old Business

FY16 budget was discussed, with a few points to mention. It was noted that Derek had made a few cuts to the budget. The budget was diminished by \$5,000 based on what was previously spent. After looking at the salary budget, it seemed that there is an overage. Further discussion to be held with director. Director is waiting for the final salary budget submission. There is no need for the BoLT to discuss the FY16 budget.

FY17 budget was also discussed, with nothing new to add.

Sustainability Plan meeting was held this morning with members to discuss the confidential draft and additions made by administration. Exceptions were taken by the committee and the consultants. Another draft was created with inflammatory words removed. People wanted to see the measures that were taken. There is another meeting planned for Tuesday, August 9th to present new MOU after corrections have been made.

*Roger made a motion to authorize chair to sign the document following its approval by the selectmen. Melissa seconded Roger's motion.

6-0-0

New Business

Summer Reading program is going very well, with three weeks remaining. The attendance numbers are great. The visit from the Bubble Man garnered at least 150 visitors in attendance. There is notebook being kept to document success of the program, including pictures and comments about the events and activities. This will help when reapplying for grants next year. It is also noted that it would be helpful if the grants were approved earlier, for planning purposes. The closing ceremony will be held on August 11 at 10am. All are welcome.

Issues with the WFL web site were also discussed. It does not appear user friendly, nor does it accurately reflect the library's vibrancy. Activities and events are not accurately and clearly outlined. The director has suggested that an intern from UMASS Dartmouth may help with updating the web site. The fact that the BoLT has minutes posted from 2013 was noted as well. The director assured that minutes may be posted more quickly; he will provide the password to upload them. It was suggested to share the involvement with the Friends and the Trustees groups, to help keep the web site up to date and informative. This topic will be revisited in September, invitations to other groups will be

made.

Staffing Report

Marcia out due to fall. She is healing well, but not able to resume duties yet. May be able to do story time. Board will send a get well card.

New janitorial service is causing some concerns. It was decided to keep track of changes, since complaints thus far have shown a lack of concern, with solutions being inadequate. There are cleanliness issues already this week with the lunch program trash removal and bathroom cleanliness. Director should alert Dave Menard with issues that are not resolved.

Aly is filling in for Marcia's absence.

Director would like to hire a page to work at least ten hours per week to help alleviate the burden for the staff.

Friends Report

None Present

*Roger noted that there was \$1,300. raised during the book sale, with \$250 additional given as donations.

Foundation Report

None Present

Trustee Matters

Memo from MBLC about the governor's veto

Looking at reinstating libraries at schools. In agreement with this idea is the middle school principal, Mr. Sturman.

Mike suggested that a post office box be placed outside of the library. The director agreed to contact the post office to do so.

Director's Report

The director has stated that the easiest way to contact hi is via his cell phone or by email mcarlozzi@sailsinc.org. During his brief time here our new director was surprised at the number of customers and the circulation number of WFL. He noted that there are sixty one transactions per hour here, with the average being forty two in the state. Even with the irregular hours, the circulation at WFL is higher than many neighboring communities of this size. He was also impressed with what has been accomplished with so little by the staff. They get a lot of work done, even when navigating the entire facility doing so.

His main priority is to reinstate the reference desk. The director took a turn at the desk and saw an immediate need for service in that area. Public service needs are not being met for our citizens. The self-checkout is up and running, but the coin acceptor not working (director fixed for the time being).

Help is needed with the fax machine as well. Pages have to be scanned individually. Need a new machine that will process faxes more efficiently.

The director also had a new proposal about meeting rooms. He will suggest that charges be made for use of the meeting spaces in the WFL, offering space for clubs, organizations throughout the area.

The director would also like to create a use survey and a needs assessment. He would need focus groups and people to spearhead such groups. It was noted that the Foundation had completed such a survey. The director agreed to take a look.

A two part long range plan would be available for perhaps the October meeting. It promises to be comprehensive and include all that is needed to create a fully functioning library. The first part will be what is needed for money. The director then noted that other communities allot .98% to the library funding, where Wareham only allows for .37%. He also declared that research has been done to prove a direct correlation with student test and reading scores. The second part of the proposal will be what to do with the money the WFL would get.

*Roger suggested perhaps to make a smaller proposal to the selectmen.

Date and Time of Next Meeting

June 16, 2016 at 5:30 PM

Adjournment

Diane motions, Mel seconds

5-0-0