



RECEIVED
TOWN CLERK
MANCHESTER by the SEA

2016 JUN 20 PM 2: 27

March 18, 2016

LIBRARY TRUSTEES MEETING MINUTES

Present: Trustees, Alida Bryant, Tim Browne, Alison Anholt-White; Library Director, Sara Collins
Meeting called to order at 10:30 am.

I. Previous meeting minutes approved with amendment.

- a. Trustee review of Directors Report. Sara to connect w high school librarian for dispersal of books.

II. Old Business

- a. \$15,000 of CPC funds approved for electrical upgrade FY 16. Sara is procuring estimates from 2 more companies. Oil tank may not be removed prior to electrical work being done. Don't want to hold up work.
- b. Need to get multiple estimates for proposed Director's Office renovation. Still trying to find project manager. Review suggestions and approach possible individuals.
- c. Contingency funding source- reviewed trust account balances.
- d. Downspouts- some leaking through back door. Sara asked Carol at DPW- will get someone to look at it next week.
- e. Program policy draft- voted in favor with minor amendment- delete sentence re. parameters. APPROVED as amended.
- f. Art Disposition project: presented to Finance Committee. APPROVED. Next step is to get someone to professionally appraise the work. Tim to email list of items in Library art collection.
- g. The Tree: Dot has made a recommendation for a dwarf maple, and has chosen a site. Sara is in discussion with the tree committee. Funding to come from Winthrop Trust. APPROVED.

III. Ongoing Business

- a. Friends' Wishlist. Friends will give us an accounting of how much they have given. Discussion of process/discussion between Friends and Trustees. Add item to Reminder document stating that FOL will provide annual report of contributions/allocations made to Library. Increase amount of staff request to \$500, with exceptions. Moved to accept document. APPROVED with revisions. Staff to decide final wish list.
- b. Bronze plaque. Cape Ann Sign to send estimate.
- c. Outdoor furniture – to be requested for summer. Needs to be added to current wishlist. Need sound speakers for movie nights.
- d. Employee review process. Ongoing process review.
- e. Cape Ann Reads – going on all year.
- f. Review website. Donate button needs to be revised. Trustees will seek volunteer to manage website maintenance and upgrades.
- g. Trustee schedule of business for the year- Trustees will review.

IV. New Business

- a. Volunteer Appreciation month is April. Sara is giving stainless steel water bottles "Wake up and Read," plus \$10 gift certificate to about 20 weekly volunteers. Paid from State Aid.
- b. Future Technology: no action. Current technology: The Mac is not working consistently – Sarah will replace. Microfiche machine – Sara is thinking about another place to put it, but it is used too often to move too far away. Town Hall?
- c. Discussed buying more tablets – bulk purchase... to respond to increased use.

Next meeting Friday, April 29, 2016 @ 10:30AM

Respectfully submitted,
Alison Anholt-White