



LIBRARY TRUSTEES MEETING MINUTES

April 25, 2016

Present: Trustees, Alida Bryant, Tim Browne, Alison Anholt-White; Library Director, Sara Collins, visitor Regina Villa for Master Plan input.

Meeting called to order at 10:30 am.

I. Previous meeting minutes approved.

Regina Villa- representative of Master Planning committee - which has dual reporting to do Master Plan, coming to all groups in town to get input before going to public at large. Extensive public engagement process. Master Plan will include community profile. Areas of focus: Land use, housing, economic development, transportation, community facilities and services, natural and historic resources of town, Getting help from Mass Regional Council. Library is crucial to town. Location of Library is crucial, anchors town etc. Section in Report about the Library. Tim- we do a 5-year report for the State. Next one 2020. Community meetings year before. Moving more to tech, civic involvement etc. What groups do you interface with? Historical Museum; schools- curriculum, high school, reading lists, Community Center- use their space. COA, police, Chamber, Rotary, Friends of Library, Mothers' Club, Harbor-master, Park and Rec (summer book group). Town report has list of what we do. Computer resources for people who can't afford computers. Coordinate with affordable housing. Expanding footprint. Need more space for family programs. 5-year plan- increase footprint of library. Creating greater access to library resources. Use of online uses increased a lot. Library needs an IT person- needs to coordinate with other departments.

Director's Report. Approved. Tim will review computer needs. Alleyway drains- DPW involved. Need to get camera down and see what the blockage is. Alida to contact Mark directly. Sara to send back emails to Alida.

Sara

II. Ongoing Business

- a. CPC electric work proposals. Cranston, Manchester Electric, Noble- all estimated. Estimates varied. Ask them to itemize better what they are proposing. Work can start July 1
 - b. Bronze plaque- we have estimate from Cape Ann Sign- approved. Work to commence. Alison will follow through to the completion of this project.
 - c. Need to get multiple estimates for proposed Director's Office renovation. Still trying to find project manager. Review suggestions and approach possible individuals. May ask contractor to perform this service for additional fee, Jesse de Benedictis/Works is one option, others are being contacted. Sara requests that work be done between August 10 earliest to mid September latest.
 - d. Employee review process. Tim to confirm procedure with Town Manager.
 - e. Oil/gas- Guardian company came in- giving estimate to Town. Waiting for more estimates.
 - f. CPC- What other projects for next cycle? Need plan for teen space.
 - g. Future Technology Plan. Tim working on it. Need at least monthly report of how we are using technology. Assign someone to create analytics report of current software in use. Technology committee would be involved in reviewing data.
- Review website- 125th component. It has been removed. Donate button needs to be renewed and tied to General Gifts account. Giving page needs to be renewed. Tim to put Sara in touch with John from website design company.
- h. Current budget- on track.
 - i. Energy audit- done for wastewater treatment, Library for LED conversion. Grant for this conversion will go to one or the other. Report will come back.

III. Meeting adjourned, after small celebration of Alison's 6 years of service as Trustee Thank you Alison!

Next meeting Friday, May 26, 2016 @ 10:30 AM

Respectfully submitted,
Alison Anholt-White