

## **MINUTES OF THE BEAMAN LIBRARY BOARD OF TRUSTEES MEETING JUNE 8, 2016**

**MEMBERS PRESENT:** Kate Halpin, MaryEllen Cocks, Whitney Barnard, Michelle Kaelin, Janet Bricault. Also present: Anna Shaw, Director.

**ABSENT:** Donald DeMarsh.

The Chair convened the meeting at 7:00 p.m.

### **ELECTION OF OFFICERS AND STANDING COMMITTEES**

Chair: K. Halpin nominated by M. Cocks, second by W. Barnard. Elected by unanimous vote.

Vice Chair: M. Cocks nominated by K. Halpin, second by W. Barnard. Elected by unanimous vote.

Secretary: Position not filled; election deferred to September 6, 2016 meeting.

Building Committee: D. DeMarsh nominated by W. Barnard, second by M. Cocks. Elected by unanimous vote.

Endowment Committee: W. Barnard and M. Kaelin nominated by K. Halpin, second by M. Cocks. Elected by unanimous vote.

### **MINUTES**

Motion by M. Cocks to approve the amended minutes of the May 3, 2016 meeting, second by W. Barnard. Passed unanimously.

Motion by M. Cocks to increase weekly staffing hours as follows: Library Director to 40, Assistant Director to 35 and Children's Librarian to 35, effective July 1, 2016, using funds already allocated in the FY17 budget and as discussed in the January 5, 2016 Board of Library Trustees Meeting, second by J. Bricault. Passed unanimously.

### **REPORTS**

Summary Reports: The Revenue and Expense Account Summary Report and the Non-Budgeted Fund Activity Summary Report will continue to be provided digitally for monthly review by the Board but it was agreed that hard copies need not be provided for every meeting.

Financial statements: Municipal appropriations status reports were reviewed. The Library accounts match those of the Town for the period beginning July 1, 2015 to May 31, 2016.

Library Director's Report for the month of May: Among items discussed:

The Director met with V&S Finishing on May 6 to estimate repairs to the EIFS (Exterior Insulation and Finish System.) Repairs are tentatively scheduled for FY17 as the Building Maintenance Fund has been depleted due to \$5000 in boiler repairs and \$966 in chiller pipe insulation repairs.

A portion of the Technology Grant monies has been expended on upgrades including the purchase of a Canon copier to be delivered June 13, 2016. The copier will be connected to all patron computers via a \$2000 vending attachment, allowing patrons to order copies directly from these terminals. It will be a cash only system with an anticipated rate of .15 cents per black and white copy and .30 cents per color copy. The Friends have agreed to pay for the service contract which includes 60 months of staples, toner and repairs at the rate of .07 cents per black and white copy and .7 cents per color copy, with an option to be billed monthly or quarterly. Other grant-funded purchases include a digital camera, bar code scanners for the circulation desk, a Makey Makey machine, 5 computers to be installed in June and 5 more to be installed in October. There is approximately \$12,000 in remaining grant funds to be expended by June 30, 2016.

The Director met with the incoming Town Administrator Anita Scheipers on May 19 to discuss Library concerns and introduce the staff. The Evergreen circulation software was updated on May 24, and an all day Steam Mega program was held on May 25.

A motion to accept the Library Director's reports was made by M. Cocks, second by W. Barnard. Passed unanimously.

Report on recent Endowment activities: The Director is awaiting an installation date for the brick patio project from the vendor. Plans for an opening celebration are on hold until installation details are finalized. Final figures for the Wine Tasting/ Silent Auction Fundraiser are not yet available.

Report on recent Friends activities: A live owl program has been scheduled for the October Annual Meeting.

## **OLD BUSINESS**

BPL Digitization Project: Yearbooks were returned to the Library on June 7<sup>th</sup>. Yearbooks dating back to 1949 are now available to view online.

Boiler update: The faulty burner/blower motor fan on Boiler 1 and the faulty high limit switch on Boiler 2 have been repaired. Both units are now running well. Estimated cost to repair the insulation on the chiller pipes is \$966.00.

## **NEW BUSINESS**

Carpet Project: Capital funding in the amount of \$93,000 has been approved. A meeting was scheduled for June 6<sup>th</sup> with Debbi Delorey to begin the design phase. Ms. Delorey is under contract to receive \$2500 for 30 hours of service. Material selections will be completed in July for a tentative installation date the first or second week of September during which time the Library will be closed.

Library Personnel: A job offer has been extended to an applicant for Library Assistant. It is anticipated the position will be filled effective July 1.

Library Director's Salary: It was brought to the Board's attention that due to an unforeseen accounting issue, the Director's actual salary was less than what the Board had intended upon her hiring. In order to rectify this deficit and retain the Director's services, W. Barnard made a motion to petition the Town's personnel department to adjust the Director's salary to grade 10, step 3, reflecting yearly compensation in the amount of \$59, 175.31, effective July 1, 2016, second by M. Cocks. Passed unanimously.

## **COMMUNICATIONS**

### **TRUSTEE REPORTS AND REQUESTS**

M. Cocks will send a card and gift certificate on the Board's behalf to Tamara Fay in appreciation of her service as trustee.

## **ADJOURNMENT**

Motion to adjourn at 9:00 p.m. by M. Cocks, second by J. Bricault. Passed unanimously.

Reminder: No regular meetings are scheduled for July and August.

Fall Meeting Schedule: September 6, 2016  
October 4, 2016  
**Town Meeting October 17, 2016**  
November 1, 2016  
December 6, 2016

All meetings are scheduled at 7:00 p.m.