

MINUTES OF THE BEAMAN LIBRARY BOARD OF TRUSTEES MEETING

April 5, 2016

MEMBERS PRESENT: Kate Halpin, MaryEllen Cocks, Whitney Barnard, Donald DeMarsh, Tamara Fay, Janet Bricault. Also present: Anna Shaw, Director.

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

MINUTES

Motion by M. Cocks to approve the minutes of the February 29, 2016 Board of Trustees Special Meeting, second by T. Fay. Passed unanimously.

Motion by J. Bricault to approve the minutes of the March 8, 2016 Board of Trustees Meeting, second by M. Cocks. Passed unanimously.

REPORTS

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

Library Director's Report for the month of March: Activities for the month were reviewed. Highlights included: Children's Librarian Sue Smith attended The Federation for Children with Special Needs Conference on March 5th and won a community partnership award, Anna Shaw was introduced to the Board of Selectmen as the incoming Library Director on March 16th, Director A. Shaw met with Pastor Aaron of the Christ Lutheran Church to discuss how parish volunteers could assist the larger community. Facebook postings from events including 1,000 Books Before Kindergarten (1kBB4K) and the announcement of Sue Smith's Partnership Award have reached over 500 patrons. The Library has received \$40,000 in state grant money to be spent judiciously over the next several years on technology. A motion to accept the Library Director's reports was made by M. Cocks, second by W. Barnard. Passed unanimously.

Report on Friends activities: The Friends raised \$5306.37 at the annual used book sale. Meetings are scheduled for May 18th, September 14th and October 26th. Events under consideration include a live owl fundraising presentation.

Report on recent Endowment activities: The Wine Tasting Planning Committee met on March 30, 2016. Tickets are available for sale at the Circulation Desk. Auction items are needed and may be dropped off at the Library up to two days prior to the event. Orders for the brick patio fundraiser were accepted through April 1st. 30% of the project's estimated cost has been dispersed to the vendor.

OLD BUSINESS

Boiler update: The building lost heat on March 21st. Boiler #1 has been turned off due to a faulty blower motor fan. The Director has asked New England Mechanical to assess the situation as the boilers occasionally attempt to run simultaneously.

Fire Alarm update: The panel has been operating normally for the past ten days and is awaiting a 2 a.m. test call. A request was made from a Trustee for additional clarification from American Alarm regarding the ongoing issues. The Board has since received an update from the Director indicating that the transmittal problems experienced in March were a result of the transition from a hard-wired system to a radio-based one. American Alarm has reprogrammed the radio and this appears to have corrected the problem. They will continue to monitor the system to insure proper functioning.

NEW BUSINESS

Update on Budget Process: The Library will essentially operate on a level-funded budget for the next fiscal year with a projected loss of \$250 in services. The Director will attend a meeting with the Finance Committee next week to discuss the Library's budget.

Informal Review: The Director has requested an informal performance review from the Board in six months. The Board agreed to provide feedback in October and asked that the Director assess the Board's level of support at that time.

Trustee Vacancy: Michelle Kaelin is running for the Board's open seat in the June election.

COMMUNICATIONS

Update on Technology Money: On April 6, 2016, the Director will attend the Board of Selectmen's Meeting to acknowledge receipt of \$40,000 in state grant money from Senator Harriette Chandler and Representative James O'Day.

State Aid Grant, part 2: Approximately \$6,000 in state grant money has been received and will be used to support the services budget.

MLA Conference: The Director requested \$145 in funds from state aid to register for the MLA Conference to be held on May 17, 2016. The Conference is hosting a meeting specifically geared to support new library directors. The Board unanimously supported the request.

TRUSTEE REPORTS AND REQUESTS

Assistant Director Search: The Board asked for an update on the search for a new Assistant Director. The position was posted in-house and one application was received. The interview is scheduled for Friday and the results of that interview will determine the hiring timeline. The Director hopes to have the position filled within a month.

Reception for Louise Howland: A farewell reception in honor of retiring Director Louise Howland was held on April 3rd. It was hosted jointly by the Friends of the Beaman Library and the Board of Trustees to celebrate Louise's remarkable 32 years of service to the Library and the larger community.

ADJOURNMENT

Motion to adjourn at 8:15 by D. DeMarsh, second by T. Fay. Passed unanimously.

Reminder: next regular meeting scheduled for May 3, 2016 at 7:00 p.m.