

Draft

**Minutes of the Reuben Hoar Library Board of Trustees Meeting
January 8, 2015**

Commenced: at 7:35 in Couper Room

Present: Trustees - Laura Beltrami, Mark Rambacher, Peter Church, Tryphena
Reidy, David Sill, Lynn Protasowicki
Library Staff – Sam Alvarez, Helen Graham
Public - Demetra Taylor

Public Participation:

- Demetra asked about why it is necessary for parents with strollers to get a key from the front desk in order to use the elevator to get up to the children's room.
 - David and Helen answered it's for security purposes. To keep the children safe and to allow people to leave after hours.

Correspondence:

- none

Approval of Minutes

- **Motion by: David - To approve November 13th and December 4th minutes.
Seconded by: Peter
Vote: unanimous**

Treasurers Report

- Currently the MMDT is at \$4918.38.
- There is a discrepancy with MMDT in the expenditure report and Sam will look into it.
- **On January 9th, Sam confirmed that the MMDT balance is \$4918.38, as previously stated. This FY \$3969.20 has been spent.**

Friends Report:

- No meeting in December so nothing to report.
- Book sorting takes place from 1-3 pm on the third Sunday of every month in the Couper Room.
- Next meeting for the Friends is 1/21/15
- Mark said they did well at the bazaar.

Director's Report:

- DCU donated \$2000 to the library in recognition of the library's efforts to provide literacy programs.
- The Library received a \$200 donation from patrons Brett and Katherine Bonner and \$15 from Francine McGrath.
- There is new seating in the magazine and reference areas.
- The Library received a donation of a ream of paper from the Littleton-Westford Emblem Club.
- Collection development and salary line are both doing well.
- Sam renegotiated with Indieflix and was able to lower our cost from \$1200 to \$750 for next year.
- John C. Root of the Aldrich Astronomical Society dropped off a new telescope that was donated to the library on behalf of the Littleton Rotary Club.
- Sam attended the Littleton Rotary Club meeting on December 10th and introduced himself and talked about the library.

Old Business:

- Monday is the Board of Selectmen meeting and the library is on the agenda at 6:35pm to discuss the Assistant Director position. The new position would start at grade 10, step 2. (\$26.55 per hour until July)
 - The difference between what Kip and Sam made would cover those costs for this year. For next year Sam is considering taking some of the vacation coverage hours but Helen thinks that there is a possibility that it won't be necessary depending on which budget is approved.
- Planning and Design Grant - Mark, Sam and David were at the last PMBC meeting. The PMBC has no bids.
 - We have to hire a consultant to come in and look at the library and document our needs which the consultant writes up and then the project is sent out for bids. Sam met with Lauren and Bonnie and Bonnie said we don't need to get an RFQ if it's under \$10K.
 - Sam has sent requests out to library consultants and people are either not responding or telling Sam they are too busy. Sam will continue to try and contact people. He will also talk to some of the big firms and find out what we need to do or how we can get them interested in doing parts A (consultant report) and B (design) for the \$60K.
 - We need to form a committee for this whole process.

New Business:

- Laura wanted to know if the special bunting and flags would be coming down now that the 300th celebration is over. A suggestion was made to take them down and perhaps only put them up in the spring or summer.
- Long Range Plan is pretty much completed. It's due in October but it will need to be used for the renovation
- 2016 Action Plan
 - This must be submitted to the state and must be approved by the Trustees.
 - **Motion by: Peter - to approve the 2016 Action Plan**
Seconded by: Lynn
Vote: unanimous

Next Meeting February 12, 2015 at 7:30 pm

Meeting Adjourned at 8:44 pm

Minutes submitted by: Tryphena Reidy