



Wilmington Memorial Library

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Board of Library Trustees

Mr. James Banda
Ms. Karen Campbell
Ms. Susanne Clarkin
Ms. Joan Grady
Ms. Eileen MacDougall
Mr. Donald Pearson

BOARD OF LIBRARY TRUSTEES
MINUTES
Tuesday, November 17, 2009

Present: Trustees James Banda, Susanne Clarkin, Karen Campbell, Joan Grady, Eileen MacDougall, Don Pearson, Library Director Christina Stewart, Administrative Assistant Gloria Corcoran

The meeting was called to order at 7:05 pm.

Joan Grady made a motion to accept the minutes of October 20, 2009; seconded by Karen Campbell, vote passed.

Susanne Clarkin made a motion to accept the October Financial Report, seconded by Eileen MacDougall, unanimous vote.

Circulation Policy Changes

Library Director Tina Stewart proposed an increase in the overdue fines for museum passes. The increase in the fine is based on our experience with patrons not returning the pass on time preventing the next person who has reserved the pass from using it. Joan Grady made a motion to increase late fines on museum passes to \$10 per day with a maximum of \$30. Seconded by Karen Campbell, unanimous.

Mrs. Stewart proposed an increase in the number of DVDs that could be borrowed. This recommendation is based on limited space. If more DVDs are borrowed, we will not have to weed the collection as aggressively to gain needed space. Jim Banda made a motion to increase DVD check outs to 10 per day for adult collection and five per day for children’s collection. Seconded by Eileen MacDougall, unanimous.

Mrs. Stewart proposed the loan period and the fine policy for the Kindle. Eileen MacDougall made a motion to add the Kindle circulation parameters to the Circulation Policy reflecting a one week loan period, limit one unit, no renewals, fines of \$5 per day with a maximum fine of \$25. Seconded by Susanne Clarkin, unanimous.

Social Networking Policy

Mrs. Stewart presented the Social Networking Policy. Trustees discussed the policy. Susanne Clarkin asked Mrs. Stewart to have Town Counsel review the policy before it is voted on. Ms. Clarkin made a motion of intent to accept the Social Networking Policy at the next Trustees meeting in December, seconded by Joan Grady, unanimous.

FY11 Budget

Mrs. Stewart discussed the budget message from the Town Manager. The Fiscal 2011 budget will be level funded except for personnel. Department Heads were asked to defer their furnishings and equipment to the FY12 budget or find funding from other sources.

MVLC

Mrs. Stewart informed the Trustees that MVLC will be voting on moving to an open source operating system along with the NOBLE network and with CWMARS. The implementation process will be over a two year period.

Friends of the Library

The Friends of the Library annual appeal is under way. The Friends have approved funding the coffee and water for the library lobby. Robert Hayes has volunteered to be the Book Store Manager filling the vacancy left by Leslie Dietrich. The Book Store Committee is in the process of defining the bookstore vision and job descriptions.

Trustee Comments

Eileen MacDougall asked about the status of staff name tags. Mrs. Stewart indicated that she is in the process of implementing staff name tags. The Trustees were pleased about staff wearing name tags since this shows a responsiveness to the request in the long range planning survey and to improved customer service.

Motion to adjourn at 8:30 pm was made by Karen Campbell, seconded by Joan Grady.

The next Trustee meeting is December 8 at 6 pm.

Joint Meeting of Trustees and Friends at 7 pm.

Submitted by,

Gloria Corcoran
Administrative Assistant