



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, October 20, 2009

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

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

Karen Campbell made a motion to accept the minutes of September 15, 2009; seconded by Joan Grady, vote passed with Don Pearson abstaining.

Eileen MacDougall made a motion to accept the September Financial Report, seconded by Joan Grady, unanimous vote.

Library Director's Report

Mrs. Stewart discussed the results of a library staff survey. She indicated that the results were generally positive. Mrs. Stewart and Charlotte Wood, Assistant Library Director, reviewed the results of the survey with each library department. They are now conducting individual staff meetings as a way to solicit further feedback from each employee.

Mrs. Stewart informed the Trustees that she will be attending the next meeting of Bookends with Katie Huffman, Reference and Adult Services Librarian, to answer questions about the library's decision to have Bookends meet at the library as an independent group rather than a library sponsored group. The library cannot at this time provide staff oversight for the group as it does all other library sponsored programs.

Mrs. Stewart announced that the Book Store Next Door Manager, Leslie Dietrich, has resigned. The book store committee will be meeting to discuss the transition process and selecting a new book store manager. The Trustees agreed that Leslie should be acknowledged for her work on getting the book store up and running and managing it over the last two years. Don Pearson will write a letter to Leslie to thank her on behalf of the Trustees.

Mrs. Stewart described the Friends of the Library holiday shopping fundraiser as spearheaded by Robert Hayes.

Mrs. Stewart distributed an article from the State Ethics Commission regarding all employees, members of Boards and Commissions and volunteers having to take an on line ethics training program. When completed, they are furnished with a certificate of completion which is then turned in to the Town Clerk to verify compliance with the regulation.

Long Range Plan FY11-FY15

A motion was made by Eileen MacDougall and seconded by Joan Grady to accept the Long Range Plan as submitted, vote unanimous. Mrs. Stewart explained that the Long Range Plan will now be submitted to the Massachusetts Board of Library Commissioners for approval.

Kindle

Charlotte Wood demonstrated the Amazon Kindle and explained the procedures that will be used to circulate it beginning in early November. Patrons will have to sign an agreement and show a valid license before checking out the Kindle. Mrs. Wood noted that e-books are likely to increase in availability and use over the next few years.

Filtered Water and Coffee

Mrs. Wood presented a proposal for providing filtered water and coffee in the front lobby. Poland Springs offers a filtered water service. They will provide the copper piping from the janitor closet area (nearest water source) to the front lobby at a low cost. The cost of the filtering unit is \$25.99 per month and Poland Springs requires a one year contract. The filtering system, according to the Poland Springs salesman, is quite effective--removing ecoli, etc. from the water system. We will also need to buy the coffee maker (\$170) and cups, stir sticks, sugar, creamer, etc., probably \$200. The money from selling the coffee (\$1 a cup) should then cover the cost of additional supplies. We would need to ask Friends of the Library to subsidize the cost of providing this service. Any income from selling the coffee would go back to the Friends. The Trustees agreed that the proposal should be presented to the Friends of the Library for funding.

Teen Read Week

Mrs. Stewart noted that this week is Teen Read Week. Brandy Danner Teen Services Librarian is visiting the Middle School and High School to give book talks to various classes.

Motion to adjourn at 8:40 pm was made by Susanne Clarkin, seconded by Karen Campbell.

The next Trustee meeting is November 17 at 7 pm.

Submitted by,

Gloria Corcoran
Administrative Assistant