Board of Library Trustees

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175 Middlesex Avenue

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Mr. Daniel Hall

Mr. James Lemay

Ms. Eileen MacDougall

Mr. Jeff Nussbaum

Mr. Donald Pearson

Ms. Kathleen Reynolds

In Emeritus

Ms. Anne Buzzell

**Board of Library Trustees Minutes**

**Tuesday, January 15, 2019**

Present: Trustees Jeff Nussbaum, Eileen MacDougall, Dan Hall, Don Pearson, Kathleen Reynolds, Jim Lemay; Library Director Tina Stewart, Administrative Assistant Gloria Corcoran.

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

**Minutes and Financial Report and Monthly Statistics**

Eileen MacDougall made a motion to accept the minutes of December 18, 2018, seconded by Dan Hall. Motion passed with an abstention from Don Pearson.

Don Pearson made a motion to accept the Financial Report and Circulation Statistics of December 2018, seconded by Jim Lemay, motion passed.

**Directors Report**

Mrs. Stewart reviewed highlights of her written report. The Notice of Intent for the outdoor seating area was approved by the Conservation Commission with one change for the addition of a drainage ditch trench around the patio closest to the wetlands. After getting a more detailed description of the outdoor seating area to do a scope of service, she will get bids from local landscapers to do the project.

The first Strategic Planning Meeting is scheduled for January 29 at 6:30 pm. Planning Consultant Barbara Alevras will be at the Trustees meeting to conduct SOAR planning exercise with the Trustees and members of the Friends Executive Board on February 19. Mrs. Stewart asked that the Trustees meeting begin at 6:30 pm so business can be done by 7 pm to allow enough time for the SOAR planning exercise.

Mrs. Stewart included a letter from the Town Manager Jeff Hull to the AFSCME II General Counsel regarding the Town’s intention to open the library year round on Saturdays. There was some discussion about the staff’s response to the new schedule and the collective bargaining contract.

The Legislative Breakfast is on February 14 at 8 am at the Reading Public Library. Don Pearson and Mrs. Stewart are planning to attend. Eileen MacDougall will let her know if she can attend the event.

**Feasibility Study**

There was discussion about the possible addition of a room on the first floor of the library. Mrs. Stewart noted that there is not enough money in the Barbara Johnson Trust for this expansion. She noted that Town Manager Jeff Hull indicated that any library renovation/expansion at this time needed to be done without town funding given the timeline of the Facility Master Plan recommendations. Trustees indicated that the added cost for this project could be acquired through fundraising. Mrs. Stewart emphasized that fundraising for a capital expense would need to be done by the Board of Library Trustees. There was discussion and questions about possible fundraising ideas including setting up a foundation.

Mrs. Stewart recommended that the Barbara Johnson Trust be used to fund the small meeting room on the second floor in the stairwell landing outside the Children’s Room which would also provide storage below on the first floor. The estimated cost for this project is $75,000 with an added 10% for design. A motion to allocate $7500 from the state aid for the necessary design phase for the stairwell/meeting room project was made by Jim Lemay, seconded by Eileen MacDougall. Motion approved unanimously.

**Trustees Comments**

Eileen MacDougall informed the Trustees that the Current Events program is tomorrow at 7 pm. Discussion will be generational angst.

 Kathleen Reynolds suggested that the Trustees check out the new Woburn Library.

Jim Lemay noted that he would like to continue the discussion on fundraising and investigate various sources for funds.

A motion to adjourn was made by Kathleen Reynolds at 8:30 pm, seconded by Jim Lemay.

Next meeting: Joint Meeting with Friends of the Library to do a SOAR; February 19, 6:30 pm, Banda Room, Library

Submitted by,

Gloria Corcoran

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Administrative Assistant

Distributed at meeting: Monthly statistics, December Budget Report