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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

Board of Library Trustees Tuesday, April 16, 2019, 7 pm

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

The meeting was called to order at 7:03 pm

Minutes and Financial Report and Monthly Statistics

The minutes of March 19, 2019 were accepted with a motion by Eileen MacDougall, seconded by Jim Lemay, with an abstention from Jeff Nussbaum.

The March financial report and statistics were accepted with a motion by Kathleen Reynolds seconded by Jim Lemay.

Director's Report

Mrs. Stewart reviewed her written report. She noted that new residents are joining the Pints + Pages as a way to meet others.

The library hosted a variety of programs during the month of March that focused on "unplugging" from technology. After collecting over 200 puzzles from patrons, we held our first "Used Puzzle Palozza" on Saturday March 30. Approximately 65 people took 4 to 5 puzzles each and donated \$160 to the Friends of the Library.

The Library is now offering a new service where patrons can bring in their VHS tapes and have them converted to digital files on to a flash drive.

The Friends of the Library annual meeting was on March 21. Peggy Kane, outgoing president, was honored.

WML is collaborating with the Tewksbury Public Library on four local history programs: Jim Miceli, Silver Lake, Football Rivalry, and Transportation before Route 93.

Mrs. Stewart presented some highlights of the results of the community survey.

- Total Number of responses: 605 compared to 346 in 2014.
- The majority of responders were women (503 women and 99 men 3 self-described).
- The largest age group to complete the survey was 35-44 years old (28%).

- Reading material was the number one reason people came to the library and attending a program was second.
- Most patrons find out about library events via the events brochure with the library website second.
- There were many positive comments about library programs and staff customer service.
- There were a number of comments requesting that the library be open on Saturdays in the summer as well as on Sundays.

Assistant Library Director Charlotte Wood submitted a “Healthy Aging” grant application for \$7,500 to the Massachusetts Board of Library Commissioners. Since this is a federal grant, administered by the MBLC, the funding would be received on October 1, 2019 and be expended by September 30, 2020. We should know by late spring if the grant is approved.

Old Business – Outdoor Seating Project

Mrs. Stewart received four bids for the outdoor seating area. The bids were higher than expected. The lowest bid was \$26,500. Adding in the furnishings and the landscape design, the total cost for the project is \$39,566. With the Friends Annual Appeal funding \$14,600 and \$5,000 from the library’s memorial fund, Mrs. Stewart noted that an additional \$19,930 is still needed. She recommended that the Trustees vote to allocate \$20,000 from the state aid account to defray the additional cost.

A motion was made by Jim Lemay to appropriate up to \$20,000 from LIG/MEG for the outdoor seating project, seconded by Eileen MacDougall. The vote was unanimous.

New Business- Meeting Room Policy

Mrs. Stewart presented the meeting room policy noting that most of the changes were of a housekeeping nature. There was some discussion on limiting the size of the group requesting the meeting rooms due to the impact on the library and on parking. The Trustees suggested some editorial changes. A motion to accept the Meeting Room Policy as edited with the revisions, seconded by Dan Hall, vote was unanimous.

A motion to adjourn was made by Don Pearson, seconded by Dan Hall at 8:40 pm.

Next meeting: May 21, 2019

Submitted by,
Gloria Corcoran
 Gloria Corcoran
 Administrative Assistant

Distributed at meeting: March Budget Report and Monthly Statistics