

Board of Library Trustees Meeting Minutes
August 2, 2000

Present:

Edward Hazlett, Trustee
Donald Ford, Trustee
Phyllis Greene, Trustee
Steve Dalton, Trustee
David Redgrave, Chair
Marjorie Hill-Devine, Director
Anne Gutting, Asst. Dir./ Reference Librarian

Meeting called to order by David Redgrave at 7:40 p.m.

Discussion on accepting the previous minutes. Mr. Redgrave commented about the previous meeting. Although it was not minuted, he realized he made a slight error when responding to Mr. Meehan's proposal on behalf of the staff that the Library be closed on July 3, 2000. It was incorrect of him to say that the Board did not have the authority to do this. He later realized that they could close the Library that day but it would have been "without pay."

Director Hill-Devine informed the Board that she has a letter from Trustee Meehan responding to her statements to the Board that he would like included in the minutes.

Motion to accept the minutes as amended by Steve Dalton. Seconded by Trustee Ford. Voted unanimous.

David Redgrave welcomes Anne Gutting, the new Assistant Director/Reference Librarian.

Ms. Gutting thanks the Board and states that she is pleased, happy and proud to be the Assistant Director of this wonderful library. She informs the board that things are getting fun and that she has learned a lot about the town, community and the collection in the short time that she has been here. She is in the process of training staff and patrons on information literacy through the Internet, which is a specialty of hers. She hopes to procure a future grant in this area. She also informs the Board that she is overwhelmed by the support from the community and staff. She mentions that she received a welcoming letter from Representative DeLeo.

Mr. Dalton reminds the Board that Trustee Meehan wanted his letter included the minutes that had already been accepted. Mr. Redgrave responded that we could not include something in the minutes that had not been introduced during the meeting. He suggests that the letter be passed around and entered at a later time.

OLD BUSINESS: DEHUMIDIFIER VS. AIR CONDITIONER for Technical Services Room.

Director Hill-Devine reports that there seems to be enough money in the Helen Black Fund to purchase and install an air-conditioner in the tech services room which was not included in the original air conditioning plans.

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Ed Hazlett feels that we should not use the money from Helen Black but use State Aid instead. Steve Dalton agrees since the (new) Town Accountant is in the process of reconciling the account and we are not sure how much money we have in there.

Mr. Redgrave reports that this room is very warm and an air conditioner would serve it well. Cost discussion ensued.

Motion by Ed Hazlett at the request of Richard Allen to purchase and install a a/c unit with a spending limit of \$1500., after obtaining at least three prices, from the State Aid account.

Seconded by Steve Dalton.

Voted unanimous.

Mr. Ford asks what we are doing about the condemned lower room. Director Hill-Devine reports that Mr. Dowd finally arrived with the new copper down spout that will hopefully be diverted from the building. Mr. Hazlett feels the cost for this would be around \$100. He does think that this will solve the problem of the room and the down spouts. The Capital Improvements Committee has indicated willingness to revisit the issue if their recommended corrective measures do not produce relief to the dampness in the room.

THIRD NEW PC: (see attached) Director Hill-Devine reports that she is in the process of purchasing 2 new PC's that were approved at the last meeting. She was unable to get the "Big Buy" price and is getting other quotes which are slightly higher. Rich. Allen would like a third PC to be used for catalog searches only. It must be more than 300 MHz to support NOBLE's new system. Mr. Redgrave suggest that we purchase a CD ROM Writer so that we can copy our existing programs and reload them in case of and PC failure.

Steve Dalton commented that he's happy to see that there is a defined function for a third computer. His only objection to purchasing a third PC was that he didn't want it sitting around not being used.

Motion by Steve Dalton to purchase a third computer equipped with a quality CD ROM writable drive for under \$2000. If quotes go over this amount we will need to revisit the motion.

Seconded by Trustee Ford

Voted unanimous.

The cost of the window cleaning was brought up by Trustee Hazlett. Director Hill-Devine responded that the windows had not been done in a while and she felt pressured to have this done ASAP. Mr. Ford would like to see us set up a maintenance schedule for the window washing on a regular basis.

TOWN CAPITAL PLAN AND OVERRIDE MEETING: Discussion about meeting time and subject matter. Mr. Redgrave will not be able to attend and asks Director Hill-Devine and Mr. Hazlett to represent the Library. Discussion ensued on selecting a person to represent the Library on Winthrop's Master Plan Committee. Ms. Hill-Devine feels someone from the Board should

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represent the interests of the Library. If we apply for any building grants from the state, they will want to know if the town approves it and look to the Master Plan for verification. She suggests that Mr. Meehan would be a good candidate for this position. Mr. Redgrave will appear if he can find the time and there are no other volunteers.

Mr. Hazlett reminds the board that the town has hired a professional grant writer who can assist and review any grant we apply for.

NEW BUSINESS: Suggested Policy for Library Donations (see attached) Discussion ensued on the types of items that should be considered for the library collection when being donated by patrons. Steve Dalton feels a stated policy helps us to sort the items that are inappropriate but there are sometimes exceptional circumstances which should be at the discretion of the Director. An example would be items of historical significance that may be slightly damaged and should be considered "accepted under special circumstances". He feels this first draft by the Director is very good.

There was further discussion on the liability of accepting donations that are made by people who do not actually own the items. It was decided that a release form would probably be necessary. Steve Dalton suggests that the policy be reviewed by Town Counsel once it has been finalized.

FILTERING POLICY: Mr. Dalton suggests that the Board clarify it's filtering policy to the public based on a program from WCAT that discussed our policy without explaining it. He feels it implied censorship and the general public needs to hear the full policy. Ed Hazlett asks that this discussion be tabled until all of the Trustees are present.

ADMIN. ASST.: Director Hill-Devine brings Board up to date on the recruitment of the new Admin. Asst.. She got several replies and is doing in depth interviewing and follow-ups.

Next Meeting Date: Sept. 14, 2000

Meeting adjourned 8:50 p.m.

Transcribed from tape by Pam Corrado.