

Minutes of the Board of Library Trustees (1-12-95)

1. Bills were signed.
2. Meeting called to order at 8:09 p.m.

MOTION -- by Mr. Cronin, "to accept the previous meeting's minutes as amended," was seconded by Mr. Hazlett. The vote was unanimous.

3. Director's Report: (see attached)

Discussion centered around the possible location of two handicap parking spaces for Library access. Mr. Hazlett suggested that the proposed Winthrop Street location would meet with strong opposition. Ms. Hill-Devine reported her intention to speak with Jim Wallace regarding the issue.

Mention was also made of the railing in the Children's Room which does not meet the current building code and could pose a safety hazard.

4. Old Business:

A. **Roof and Air Conditioning**: (Mr. Redgrave)

Mr. Farley is working on the roof project and expects to have adequate bid specifications by the end of January. The air conditioning project has not progressed since the last meeting.

B. **Part-time Budget**: (Ms. Hill-Devine)

The FY95 part-time budget projects a \$2,339.16 shortfall. At the current pace, money will run out around June 1, 1995. Ms. Hill-Devine provided a list of possible cuts in service (see agenda) if part-time staff must be let go in June.

MOTION -- by Mr. Cronin, "to submit a transfer request in the amount of \$2,339.16 so the Library will meet its part-time budget for the balance of the fiscal year, was seconded by Mr. Dalton. The vote was unanimous.

C. **State Aid Technology Request**: (Ms. Hill-Devine)

The Library Director reported that she has re-prioritized her requests (see attached).

MOTION -- by Mr. Cronin, "that the sum of \$9,873.85 be allocated from Library State Aid to purchase materials (as the Library Director requested) under Priority 1 and Priority 2 on the *Revised Technology / Reference State Aid Requests* sheet," was seconded by

Mr. Hazlett. The vote was unanimous.

D. Policies: (Ms. Hill-Devine)

There is no progress to report.

E. Warren Davis: (Ms. Hill-Devine)

At the request of the Board of Library Trustees, the Selectmen will award a citation to Warren Davis for his outstanding volunteer service to the Library on Tuesday, January 24th, 1995, at 7 p.m. in the Selectmen's Office.

Ms. Hill-Devine asked Mr. Dalton to notify Warren Davis.

6. New Business:

A. Building Program Document and Grant Application:

Mr. Redgrave explained that there must be a document (similar to the long-range plan) regarding the Library physical plant. A committee comprised of Mr. Redgrave, Mr. Crosby, and Ms. Ulrich has been formed to study the issue. The committee has already met once.

Ultimately, the document must be submitted to the Massachusetts Board of Library Commissioners. Future grant applications for library building projects will require that the report be submitted.

B. Annual Reports: (see attached)

No substantive discussion.

C. Preservation Committee "Survey" Grant:

Mr. Crosby submitted a quarterly report (attached).

Ms. Hill-Devine explained that she is in dialogue with Gregor T. Randall of the Massachusetts Board of Library Commissioners and with Karen Motylewski of the Northeast Document Conservation Center regarding implementation of the survey/strategic plan.

D. Volunteer Program:

Mr. Crosby explained that a policy is needed to govern the role of volunteers in the Library. Mr. Cronin volunteered to draft one.

E. **Janitorial Hours/Personnel:**

Ms. Hill-Devine reported that she was visited by the Union Representative for the janitorial staff, who complained that the morning janitor is not working 19 hours. Some discussion followed; it was generally agreed that the Library is not mandated to increase the morning janitor's hours.

6. Other:

There were no other items for discussion.

7. Date of Next Meeting:

The date of the next meeting will be Thursday, February 9th, 1995, at 7:30 p.m.

8. **Motion** -- by Mr. Cronin, "to adjourn" the meeting, was seconded by Mr. Hazlett. The vote was unanimous.