

## Minutes of the Board of Library Trustees Meeting (10/20/94)

1. Bills were signed.
2. Meeting was called to order at 7:46 p.m..

The Board reviewed the minutes from the previous meeting.

**Motion:** by Ms. Ulrich "to accept minutes as submitted" was seconded by Mr. Cronin. The vote was unanimous.

### 3. OLD BUSINESS:

- A. Chairman Redgrave reported that copies of the contract with Mr. Farley (regarding repair of the roof) were available for inspection by the Board. He noted that Mr. Farley recommends going to bid in January, and that Mr. Farley suggests a snow guard be installed for the roof above the ramp and the front door.

Mr. Redgrave also reported that specifications have been drawn up for air-conditioning the work area of the Library.

Finally, Mr. Redgrave noted that a water problem is developing in the Technical Services Area -- adjacent to the public rest rooms on the lower level. Some discussion followed, but no decision was reached. Library Director Hill-Devine suggested that Mr. Farley might look into the problem.

- B. Ms. Hill-Devine presented the Board with the (pre-approved) **Art Display Policy**, w/corrections. She also noted that the policy governing public use of a designated Library personal computer is being revised.

An organizational flow chart, clearly outlining the hierarchy

of the Library, is being prepared.

Ms. Ulrich presented a Student Handbook from the Winthrop Middle School, which includes language attempting a definition of sexual harassment. A discussion on this subject was deferred to the next meeting of the Board.

Mr. Cronin explained that he had not yet completed work on a document defining a **Personnel Selection Procedure**, which would govern hiring practices at the Library, and he requested that the matter be taken up at the next meeting.

Ms. Hill-Devine suggested that a policy regarding collection development is needed at the Library. A discussion about intellectual freedom and censorship followed. The Board generally agreed that such a policy is needed, and Mr. Redgrave asked the Library Director to provide the Board with a first draft.

4. NOBLE BUSINESS:

Ms. Hill-Devine presented a copy of NOBLE's **Strategic Plan**. Full discussion of the document will take place after the Board members have reviewed it -- possibly at the next meeting.

Ms. Hill-Devine pointed out that full-text periodicals will soon be available via the NOBLE on-line catalog (CL-Cat). The cost of the service, which is mandatory for all NOBLE libraries, will be around \$3,500.00 per year; that full amount, however, can be credited as an expenditure for library materials on the Library State Aid application.

5. NEW BUSINESS:

Ms. Hill-Devine again noted that the administrative account is dangerously low.

A. Ms. Hill-Devine spoke about the so-called "WOW" card,<sup>1</sup> used by some libraries as a cost recovery tool. She acknowledged that the Library is not yet ready to implement such a system, but some type of cost recovery vehicle may be appropriate in the future.

B. Ms. Hill-Devine proposed that the Board submit an article calling for 50% of all Library fines collected to be used for maintaining and supporting existing computer technology.

Some discussion followed, and the Board generally agreed that some cost recovery action should be taken. No decision about the proposed article was reached, however.

C. The Library Director reported that \$4,169.41 remains in the current Library State Aid account. She also presented a series of requests (see attached) for which use of Library State Aid would be appropriate. Some discussion followed, particularly regarding the administrative, conference, and preservation accounts.

**Motion:** by John Cronin to transfer \$2,000 from Library State Aid to the administrative account, \$538.90 from Library State Aid to the conference account, and \$1,000 from Library State Aid to the preservation account -- (total \$3,538.90) -- was seconded by Mary Ann Ulrich. The vote was unanimous.

D. Ms. Hill-Devine presented letters of intent required for grant consideration under the Massachusetts Public Library Construction Program (see attached, color-coded letters). She then explained that the grant application process would require a greater time commitment than she can afford to make. She suggested that the Library needs the services of a profes-

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<sup>1</sup> The WOW card is a sort of credit card used by patrons to pay for designated library services, e.g., for making photocopies, for printing out the results of an on-line search, etc. The patron pays in advance and a credit amount is magnetically encoded on the WOW card. The credit total is diminished as the card is used.

sional grant writer.

Ms. Hill-Devine will consult with Virginia Wilder, of the Community Development Office, to determine if she can offer any grant-writing assistance to the Library.

E. Personnel:

The Library Director reported that the morning janitor left the Library to assume full-time work with the Cemetery Department. She also explained that a new janitor has been hired for the morning shift.

Ms. Hill-Devine also mentioned that the Library staff is showing real initiative in improving job performance via attending professional conferences.

Ms. Hill-Devine submitted a request for reclassification of the Library Director's position citing her level of achievement and the (higher) salaries of her NOBLE colleagues. Discussion followed. Mr. Cronin stressed the need for *fiscal realism* in pursuing the matter; such an approach, he reasoned, would maximize the chance for passage by the Town. Mr. Cronin will discuss the matter with Dan Mullane of the Personnel Board. The issue will be taken up again at the next meeting.

Ms. Hill-Devine submitted a draft of a job description for a new (and, as yet, unapproved) para-professional position at the Library. She explained that a new position is needed to handle the increased work load brought about by improvements in Library services. Mr. Redgrave suggested that the matter be discussed at the next meeting.

6. OTHER:

A. The Library Director reported that a 3-year-old patron was

injured recently in the Children's Library. She fell, bumped her head, and received a cut requiring 20 stitches.

- B. The Board discussed giving the employees of the Library the Friday after Thanksgiving off if the employees of the Town Hall are given the day off by the Selectmen. Some discussion followed.

**Motion:** by John Cronin "that the Library staff be given the day after Thanksgiving off, as a gift day, if the Selectmen grant the day off to employees of the Town Hall" was seconded by Ms. Ulrich. Four Trustees voted in the affirmative. Mr. Dalton abstained. The motion was passed.

- C. Ms. Hill-Devine reported that the Library's shelf list file will soon be terminated. Only the shelf list for audio/visual materials will be retained.

7. DATE OF NEXT MEETING:

The date of the next meeting was set for Monday, November 14th, at 7 p.m.. Also, a tentative date of 12/8/94 was set for the December meeting.

8. The meeting was adjourned at 10:05 p.m..