

Worth-Pinkham Memorial Library
Board of Trustees Meeting
September 16, 2019
7:30pm
Minutes

1. Meeting called to order by J. Mongelli at 7:35pm. In attendance is L. Surz, P. Crossley, J. Clutterbuck, C. Richards, H. Crowley, D. Mardy, and Gretchen Kaser. H. Turk and D. Policastro are not in attendance.
2. J. Mongelli moves to approve and H. Crowley seconds the approval of the June 17, 2019 meeting minutes.
3. Public Session – No public in attendance
4. Correspondence – No report
5. President's Report – J. Mongelli
 - a) Had a conversation with J. Hanlon about updating/refreshing the mural in town. Wondering if this is the type of thing the Friends would like to take on. J.M. isn't sure what is involved at this point, but updating the mural is in the Master Plan. The group feels it would need more information to know if this is something that interests or should involve the Library at this time.
6. Vice President's Report – Absent
7. Treasurer's Report –
 - a) As of August 31st, there is \$45,511.57 in the Capital Account and \$77,351.37 in the Operating Account for a total of \$122,862.94. As of this meeting the library has not received its third quarter meeting.

In discussing the whys of the delayed check, the board again discussed the lack of representation from the Mayor and Council. The question of whether we should start sending a member to the Mayor and Council meetings to convey necessary information. The Library Board would like to put the mechanism for ensuring Council representation in place (Council sends a substitute when liaison can't come).

- b) The combined bills list for July and August were pre-approved since we don't meet during the summer. The three large items in July are a check to the architect, a check to the auditor and to BCCLS. August's expenses were normal operating ones.

The September bills are also normal operating expenses. J. Clutterbuck moves to approve the bills list as stated on pages 16 and 17 of the financial report. P. Crossley seconds the motion. All approve.

- c) Budget v. Actual: We are in line for the year. However, we have not yet received the bills from the town. We have also not received an accounting of the DPW expenses, but the DPW has been working here ie: custodial, landscaping and repairs. Not getting the bills in a timely manner makes it difficult to track. This is something to discuss at the October meeting.

8. Secretary's Report – No Report

9. Director's Report –

- a) Summer monthly traffic was up over last year.
Circulation in July was slightly down and slightly up for August.
- b) Has a copy of the audit report. There is nothing of note. This is the same version we had already approved; there were no recommendations
- c) G.K. has a contact for the woman at the grant writing firm and G.K. has attached the sheet for grant writing to our packet; this is the same information the state disseminated. The public comment period closed for the state and are in review.
- d) Meeting October 15th with the Mayor and Council work session. Friends president, Winnie O'Keefe will attend. J.M. and G.K. are discussing bringing renderings and other visuals to the meeting.
- e) Programming went well this summer. Summer reading was a hit. Typically, the library offers fewer adult programs in the summer, but the ones that ran were very well attended. Adult programming will ramp up in the fall.
- f) Security cameras installed and Library has had to use them a few times.
- g) Some water damage has appeared over the fireplace and in the corner above the new fiction shelves in the adult room. DPW has looked. This opened a broader conversation about what the building needs (roof, electrical)
- h) Parking remains an issue. Train station parking overflows into our spaces. The library has asked the town to revisit the ordinance. Council votes tomorrow night.
- i) BCCLS delivery up and running. Service is fast.
- j) Little Library – G.K. has spoken to Jeff and done a site visit. L.S. to follow up with Jeff and will report back.
- k) G.K. has been working with the Contemporary Club. The president indicated the club would be willing to work with us to raise funds. We were once again a beneficiary and the gift will be forthcoming.
- l) U. Michigan graduate students in Library Science, facilitated by the state library, will be doing a community profile of HHK which will be helpful for the strategic plan and the renovation in general. This is a semester long project; a final draft expected in December.
- m) G.K. attended an experienced director summit. We are supposed to rotate off/up for renewal. At the moment, there is one year that isn't staggered properly. Either L.S. or C.R. may need to have terms shifted. G.K. will investigate.
- n) G.K. had a conversation with the head of the Chamber of Commerce. She indicated the Chamber would be open to helping us with some fundraising needs.

10. Council Liaison – Absent

11. School Liaison – D. Mardy

- a) Great start to the school year with two new positions created this year.
- b) The school now has a full time B.A.; he is a former teacher
- c) The Ed Foundation was looking to fund a larger project and will be funding a STEAM lab. An architect worked with students in an imagining session to create a C.O. LAB (Creative Opportunities Lab).

12. Committee Reports

- a. Personnel Committee - none
- b. Finance Committee - none
- c. Library Strategic Plan - none
- d. Sub-Committee – none
- e. Policies and Procedures – none
- f. Building and Grounds – none
- g. Friends of the Library – Caroline Richards
 - i. Shared Friends’ thoughts on what would “sell” the project including outdoor space and green initiatives
 - ii. Shared Friends’ short term ideas for generating activity/interest:
 1. Asking HHK middle schoolers to suggest ideas for how they would like to use the library as it currently exists, kid survey at the school and having teen/tween only focus groups
 2. Consider teen trivia night, open mic, talent night, snacks, study groups, ramping up wifi if needed to accommodate many laptops functioning at once, library late night teen hours
 3. Exciting adult residents about the project including “Fridays at Five” wine, cheese, plans and books
 - iii. Shared Friends’ ideas for generating excitement/monies about new space:
 1. teen interest - asking for kids at Highlands and at HHK to imagine a green library, and Teen Library hours
 2. Reaching out to local businesses for contributions, revisiting Ducky Derby Day, pairing with local real estate person for glossy, ensuring usable outdoor space, investigating green components and then marketing their inclusion if they are part of plan.

- iv. Passed along questions about how much Council knows at this point, and Friends' suggestion that as the town grows our need for services will change – especially the need for community space.

13. Old Business

- a. None

14. New Business –

- a) Approval of the 2020 holiday schedule. J.C. moved to adopt the proposed Holiday 2020 schedule in the document entitled, "Proposed Holidays 2020." L.S. seconded and all approved. The motion was passed.
- b) One of our Library Assistants is retiring at the end of September. G.K. would like to rework the position and has created a hybrid position that straddles adult programs and circulation. This job would cover whatever adult programs are running. This is an hourly position, so any additional hours would be at the regular pay rate. The organizational chart has been updated. J. Clutterbuck moves to adopt the description of the programming library assistant as set forth on pages 38 and 39 of the Board packet. D.M. seconds and all in favor.

15. L.S. moved to, and C.R. seconded the adjournment of the meeting at 9:47PM

Next Meetings: October 10th 8pm and October 21, 2019 7:30pm