

Thayer Memorial Library Trustees Meeting
March 9, 2016

Roll Call

Present were:

Emily Rose, Chair
Frank MacGrory, Vice-Chair
Frank Streeter, Secretary
Stephanné Fiori
Steve Piazza
John Schumacher-Hardy (arrived 7ish)
Joe Mulé, Director, Ex Officio

Visitors: Assistant Library Director Karen Silverthorn

The meeting was called to order at 6:30 pm.

Move to Adopt Agenda

Member Fiori moved to accept the agenda; Vice Chair MacGrory seconded the motion, and the motion passed on a 5-0 vote.

Past Minutes

After reviewing the minutes from the February meeting,

Member Fiori moved to accept the minutes; Vice Chair MacGrory seconded the motion, and the motion passed on a 5-0 vote.

Next Meeting

The next Trustees Meeting will take place on Wednesday, April 13, 2016 at 6:30 PM in the Trustees' Room at the Library.

Chair's Report

Chair Rose reviewed the schedule for the Digital Commonwealth Conference seminars on April 5 and passed out information on the programs to be presented.

The Board reviewed Chapter 8 in the MBLC Trustees Manual concerning fundraising and supporting organizations. Member Fiori reported on the activities of the Thayer Memorial Library Foundation and some of her challenges with their fundraising.

Chair Rose then presented the funding priorities report from the Board's Funding Priorities subcommittee, which consists of Chair Rose, Vice-Chair MacGrory, and Director Mulé. The sense of the Board is that having a fully functional and reliable HVAC system should be the Library's top priority.

The Board also discussed a preservation survey, the subcommittee's second priority, and how it might interface with the HVAC report. Ideally Director Mulé will be successful in his pursuit of a grant to fund the preservation survey, but if not both the preservation survey and the HVAC assessment could be funded out of State Aid funds.

Chair Rose suggested asking the Foundation lead a capital campaign to hire a consultant to upgrade the interior of the Library. No action was taken. Director Mulé discussed the mechanics of how to work towards the Library's funding priorities to get them funded.

Member Piazza presented a report from the new HVAC sub-committee, which is composed of Member Piazza, Director Mulé, and Lancaster resident Larry Shoer. The sub-committee toured the Library with William Scanlon of BLW Engineers and Lancaster Town Administrator Ryan McNutt to discuss the system and plan next steps. The sub-committee's goal is to develop a set of proactive goals and policies that will lead to a prioritized list of work to be done on the system, and ideally a budget for each recommendation. The Library's immediate needs are fixing the HVAC in both the Museum and the Special Collections Room. Member Piazza stated that he expected a report from BLW by early April, and certainly before the date of the Board's next meeting. This report will cost about \$7000, plus about the same for an architect to review the options and integrate them with the Library building.

Secretary Streeter gave a quick summary of progress made on revising the Library's policies. He will distribute a list of expired policies in advance of the next meeting so the Board can officially vote to delete them from the manual.

Director Mulé showed a brochure from the MBLC that could easily be repurposed for the Library if the Library had a logo to put on it. No action was taken.

Library Director's Report

Director Mulé reported that the FY17 budget is ready for presentation to the FinComm. The Library will be meeting with the FinComm on Monday the 14th at 6:15 in the Trustees Room at the Library.

Chair Rose noted that March is usually the month when the Board starts the annual review process for Director Mulé. No action was taken.

Financial Report:

Director Mulé presented his report and mentioned that money that the Library has received from the George K. Progin Estate would probably be entirely spent by the end of this or the next fiscal year. Director Mulé discussed his potential request to the FinComm to increase the Library's withdrawals from its revolving fund accounts from \$8000 each year to \$9000 or \$10,000.

Director Mulé then discussed several recent interactions with problem patrons in the Library, what happened, and how Library staff can perhaps reduce these incidents going

forward. Asst. Director Silverthorn discussed issues the staff has been having relating to lending out the new telescope and training patrons to use it.

New Business:

Member Piazza brought up the issue of removing the pine trees between the Library and First Church's Horsesheds. No action was taken.

Adjournment:

There being no further business for the Board to consider,

Secretary Streeter moved to adjourn; Member Schumacher-Hardy seconded the motion, and the motion passed on a 6-0 vote.

The Board adjourned at 8:28 PM.

A true record attest,
Frank S. Streeter, Secretary

List of Referenced Documents:

Agenda, March 7, 2016
Minutes, February 2016
MBLC Trustees Manual
TML Administrative Calendar, v2.2
List of Action Items from meeting of February 2016
Funding Priorities Report, March 2016
Director's Report, March 2016
Budget report, February 2016