

## Thayer Memorial Library Trustees Meeting

July 13, 2016

### Roll Call Present were:

Emily Rose, Chair  
Frank MacGrory, Vice-Chair  
Frank Streeter  
Stephanné Fiori, Secretary – late  
Steve Piazza  
John Schumacher-Hardy – late  
Joe Mulé, Director, Ex Officio

Visitors: none

The meeting was called to order at 6:35 pm.

### Move to Adopt Agenda

**Member Streeter moved to accept the agenda; Vice-Chair Frank MacGrory seconded the motion, and the motion passed on a 4-0 vote.**

### Past Minutes

After reviewing the minutes from the June meeting and making some minor changes,

**Member Streeter moved to accept the minutes; Vice-Chair MacGrory seconded the motion, and the motion passed on a 3-0 vote, Member Piazza abstained.**

### Next Meeting

The next Trustees Meeting will take place on September 14<sup>th</sup>, 2016. The October meeting is moved to October 5<sup>th</sup>, 2016 at 6:30 PM in the Trustees' Room at the Library.

### Chair's Report

Chair Rose reviewed MBLC and budget for state. Major budget cuts proposed, asked to contact state legislators. Discussion of Prescott building project and how their construction will affect the library.

Chair Rose delivered Director Mulé's performance review. No issues, concerns or follow up needed. Next year we may alter the review questions a bit, but overall the new process was agreeable to all.

Funding priority report – the group will meet and report out in near future.

### Administrative calendar review of monthly activities:

Administrative calendar: follow up from review by Chair Rose and Director Mulé. Outcome was that a reset of some items moved to map to work flow and deadlines as appropriate. See calendar document, *FY17 Board Administrative Calendar draft 1.0*. Goal to arrange items with enough lead time to review and act before deadlines.

### July:

Director presented the ACTION PLAN for the new fiscal year for the TML Strategic Plan, see document *FY17 Strategic Action Plan*. The Board and staff already began some of these activities. During annual reviews, staff were asked to review and provide feedback input on their job descriptions, a part of the strategic plan objectives. No significant feedback or changes suggested. Conversation will continue regarding roles, responsibilities and listening to the professional opinions of the staff.

In the category of: Library operates efficiently – how do we complete an assessment and be sure the “process” of review and updating policies and job descriptions does not impede daily operations?

### Building committee:

Need more companies to provide a response to the RFP to provide a holistic view of building – a formal review and report that could be used to

seek vendor to do the work. Town Administrator Ryan McNutt will be drafting an RFP to solicit bids. The HVAC subcommittee will be reviewing proposal draft to ensure requirements and scoped address needs.

Dave Foster needs direction on how to proceed with cleaning and outstanding maintenance issues, filters, and HVAC maintenance that need to be addressed.

Building subcommittee will include a global schedule of maintenance.

Town Administrator will go for RFP for front and back – sidewalks, repointing steps, replace mortar in lamp post, etc. There was discussion that some of the work on the Prescott building will significantly impact the sidewalks.

Action Item update: Furniture in need of repair - Fabric – Member Streeter provided samples of long wear. Costs depend on fabric \$800-1,000 for chair \$1,300 for sofas, would be a \$6,000. Need to determine prioritization and funding. Can we repair versus full recover? Member MacGrory recommends repairing at this time.

Items include: (4) chairs and (2) sofas

### **Policy Subcommittee**

Special collections policy review is slowly moving. We can use our existing policy when Preservation Survey is undertaken in October. Director Mulé will review what is needed prior to the survey.

- Member Streeter can help with gathering materials for preservation survey.

Volunteer Recognition Day – consider end of September for a Rota Spring outing. Continued support of the Friends for this event would be needed. Friends are working to schedule it.

### **Director's Report:**

List of Funding priorities discussed: see Directors report for list of priorities

- HVAC – the report from vendor, CBT, covered some of the work and Ryan McNutt/Town Administrator is pulling some into the RFP. Some funds may be freed to reduce direct costs to library.
- Preservation survey – 5k
- Sampler that is not framed and at risk – need to do 2 items
- Website – start process have on hand enough to do work required for website – modules for WordPress application to get new functionality that is not free.

#### ***d. Suggested FY17 Funding Priorities – in no particular order:***

- i. Website and logo design and development (this does not include a calendar): \$2000*
- ii. To purchase two desks and two computers to create quiet spaces for staff to do their work: \$3000*
- iii. Signage: Cost unknown and may not be accomplished.*
- iv. Preservation Survey: \$5000*
- v. Sampler Restoration: \$2000*
- vi. General Promotions and Marketing: \$2000*
- vii. Library Card Campaign: \$2000 may not be accomplished.*
- viii. Furniture Repair: unknown*

#### ***e. Future Funding Priorities***

- i. Window Repairs*
- ii. Microfilm Conversion*
- iii. Unspecified Digital projects*
- iv. Multimedia equipment for the Dexter Room*
- v. Consulting*
- vi. Floor plan*
- vii. Signage*
- viii. Painting*

- ix. *Staff Break Room*
- x. *Furniture Carpet*

FY2017 suggested funding priorities as noted would be \$20,000 in estimated total cost. The Board approved allocations for items 1-7, with item 8 deferred to September for further discussion.

**Director's monthly budget** – doc *MR FY16 June 2016*.

End the year, with funds to roll over in various budget lines. Revolving funds permit us to spend \$8k in FY 2106 and \$10k in FY17.

Suggestion to open with the budget in next meeting.

Foundation asked the Board if they could set out a bowl of cards to solicit feedback from library patrons on what they like, what their favorite thing about the library? Foundation officers looking to share these stories in their enews letter and annual appeal letter. Board agreed to support this initiative.

**Adjournment:**

There being no further business for the Board to consider,

**Member Streeter made motion to adjourn, Member Schumacher-Hardy seconded the motion, and the motion passed on a 6-0 vote.**

A true record attest,  
Stephanné Fiori, Secretary

**ACTION ITEMS:**

ACTION: sign bills – Member Piazza

ACTION: Member Schumacher-Hardy to review library bylaws and share learning with Board – September

ACTION: Member Streeter work to gather materials for the preservation survey.

ACTION: Chair – Note to Town Administrator requesting regular communication from Prescott project regarding impact on library.

ACTION: Bylaws review and discussion to be led by Member Schumacher-Hardy to move to September agenda.

ACTION: Secretary Fiori to send Director Mulé final version of minutes from 6/8/16

**Document List:**

- 7.0 AG 13 July 2016
- 7.1 MN 08 June 2016 draft 1.2
- 7.2 CR 13 July 2016
- 7.3 FY17 Board Administrative Calendar draft 1.0
- 7.4 FY17 Strategic Action Plan
- 7.5 DR 13 June 2016 Final
- 7.6 MR FY16 June 2016
- 7.7 MR FY17 July 2016
- 7.8 FY16 Budget Closeout FY17 Opening