

Thayer Memorial Library Trustees Meeting

June 14, 2017

ROLL CALL

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

Absent:

Visitors:

Hannah Grutchfield Meyer, Friends of Thayer Memorial Library

MOVE TO ADOPT AGENDA

Member Piazza moved to accept the agenda. Member MacGrory seconded the motion, and the motion passed on a 5-0 vote.

Visitor Agenda Topic:

Director Mulé introduced Hannah Grutchfield Meyer, Friends of Thayer Memorial Library. She was present to discuss their sponsorship of a mini-golf game activity to kick off the TML Summer Reading program and their Children's book sale event on Thursday, June 22nd from 3-7 pm and 8-10 pm (teen event).

The Friends solicited sponsorships from local business and organizations to cover the cost of the game equipment.

MINUTES

Member Streeter moved to accept the May minutes. Member Piazza seconded the motion, and the minutes were approved on a 6-0 vote.

NEXT MEETING

The next Trustees Meeting will take place, on July 12th at 6:30 PM in the Trustees' Room at the Library.

CHAIR'S REPORT

Chair Rose received confirmation from a quorum of the Board on Director Mulé's review which she had previously forwarded to the Board for comment. Chair Rose met with Director Mulé's and reviewed in advance of Board's monthly meeting to ensure final version would be ready for vote. All Board members agree that we are pleased with Director Mulé's efforts, and with the fact that his new contract will begin July 1, 2017.

Chair Rose attended two meetings with Director Mulé and a Sony/Screen Gems film location scout, with member Streeter in attendance at one and the Town Administrator, Orlando Pacheco copied on correspondence. The Library will be compensated for the film crews use of the facility. Staff will still be working on-site, but we will be closed to the public Tuesday July 5th.

About the state budget, the Chair noted that we may be ok, if current allocations hold, but we all should remain attentive and engaged to alert our representatives as needed to funding concerns.

COMMITTEE REPORTS

BUILDING COMMITTEE:

Member Piazza awaiting response from vendors for bid to work on windows and doors. It is believed to be 6-9 months of work; one vendor does not do this type of work.

Ward Hamilton had provided a schedule for repairs and maintenance in the report he submitted regarding the roof assessment.

ACTION: Member Piazza will find report and review the suggested schedule.

POLICY COMMITTEE:

Member Streeter noted no updates. Still considering implications of the findings and suggestions in the preservation survey. Other members suggested we figure out a move-forward plan for what policies to work on or how to get the perspective needed to appropriately consider the special collections policy. Aligning the policy is a large task that requires consideration and prioritization of a vast array of core issues, such as access, what the special collection should be, should include – what we do collect, what we don't collect. Discussion included defining on how the room should be used, which is separate from what in the special collection and need to address what is actually stored in the room as opposed to what is "in" the special collection.

ACTION: Director Mulé will review and present some options for a framework that can be used to address the core issues of collections and preservation.

ACTION: Member Schumacher-Hardy will continue to pursue count of images to determine cost to change the media format.

DIRECTOR'S REPORT:

FTML has done excellent work finding and booking the Summer Reading program kickoff [June 22] program event which will install a miniature golf course [9 holes] throughout the Library. FTML has raised over \$800 in sponsorship funds from community vendors for this event. The Friends will also run their annual Youth Book Sale on the ground floor of the Library.

Summer Reading season. Susan Conroy revamped the program this year which will use a Lego theme titled 'Build a Better World'. Participants will be issued a paper Lego character which will be superimposed on a roadway that Susan will attach - using REMO tape - to the walls. Each registrant will also receive Lego mini-figure. This year's end-of-program prizes will be drawn for one of several Lego sets.

Annual Collection Management project is still in a very early stage of development will complete in the fall of 2017. Focus is on adult non-fiction this year, which comprises over 60k items. Director is downsizing the number of files and file cabinets on the main floor. Many papers can be scanned and kept on a local computer and accessed as needed. These files have accumulated for over twenty years and should be organized using archival best practices. The paper files the Library keeps will be stored either in the network data room or the Constance V. R. Dexter Special Collections Room.

Meeting Room Chairs: The order will be submitted by June 14th.

Nurture Young Readers and Thinkers: Students at Mary Rowlandson Elementary School brought home a library membership form at the end of May. They returned 134 applications to either update an existing record or were new memberships. On the year, the Library's membership grew over 3.5%. Even after the annual purge of expired memberships, the Library netted about 150 new patron accounts this year.

The Library signed an agreement with Sony to film one scene in its upcoming film. The Library will close on 05 July 2017 and reopen on 06 June 2017 at its regular time.

For providing this access Sony Films has granted the Library with \$7,000. The Director suggested perhaps allocating this funding to cover any excess costs for the window project that will begin in FY18 and purchasing a large video screen and cart to replace the Library's projector for use during the Monday Matinee and for meetings and programs that have projected visuals.

Board members suggested that funding should be applied to the items as outlined on the Funding Priorities list we have all agreed to and supported.

Budget: Gift fund line is negative because the grant is a re-imbusement grant and applies after the event.

ADJOURNMENT:

There being no further business for the Board to consider,

Member Streeter made motion to adjourn, Member Schumacher-Hardy seconded the motion, motion passed on a 6-0 vote. (8:00 pm)

A true record attest,
Stephanné Fiori, Secretary

ACTION ITEM Review:

ACTION: Member Schumacher-Hardy will continue to research options and funding:

- Total cost to digitize collection – Director Mulé provided 3 vendors to investigate to JSH.
- What do other libraries have in terms of technology/machine and collections
- Contact AAS to get forms and procedure information for transfer of materials in exchange for digitized copies of materials –

In-progress

ACTION: Member Schumacher-Hardy will again work to revise the guidelines document to incorporate feedback for the guidelines and principles to manage when items come up for purchase and how Board may appropriately respond. **In-progress**

ACTION: Member Streeter to send final digital version of the Collection Development Policy and Special Collection Use Policy 1.1 for all to review. **DONE**

ACTION: All – review this draft and provide feedback to Member Streeter particularly around the personally identifiable information related to room access. **Carry-over**

ACTION: Director Mulé review Parker image (potential donation from Member Schumacher-Hardy) with Member MacGrory to determine if this should be accepted and added to the collection. **Carry-over**

ACTION: Director Mulé will review to determine if any policies need to be added, Circulation in particular. **Carry-over**

ACTION: Member Piazza will update Policy digital master file accordingly. **Carry-over**