

Thayer Memorial Library Trustees Meeting

September 13, 2017

ROLL CALL

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

Absent:

Steve Piazza - absent

Visitors:

Karen Silverthorn, Assistant Director TML

MOVE TO ADOPT AGENDA

Member Streeter moved to accept the agenda. Member Schumacher Hardy seconded the motion, and the motion passed on a 4-0 vote.

MINUTES

Member Schumacher Hardy moved to accept the June minutes. Vice Chair MacGrory seconded the motion, and the motion passed on a 4-0 vote.

NEXT MEETING

The next Trustees Meeting will take place, on October 11th at 6:30 PM in the Trustees' Meeting Room at the Library.

CHAIR'S REPORT

Chair Rose opened the meeting with a reminder to protocol, including staying on-point with discussion, refraining from sidebar conversations, some of those present at the meeting agreed that such side conversations distract from discussion and interrupt the dialog; further reminders included consciously refraining from using electronic devices in the meeting. Reminder that useful information regarding key roles for trustees was shared in the Urban Library council article.

Discussion included the continued need to consult the strategic plan as a guiding document for focus of our work and priorities. Questions for consideration: Are we being reactive or responsive? As an example of "Be a Dynamic and Adaptive Community Institution" the Chair proposed the idea of posting the TML Mission statement and Core Values in several locations around the building. As those working and volunteering at TML would be reminded and encouraged in their work, and the public, including public officials, will have an opportunity to understand our ongoing work and motivation. This concept was well received and many ideas for how to incorporate into the design, signage and any renovation project ensued.

For the eclipse on August 21st, 2017 Chair Rose set up a projection of the solar eclipse in front of the library using a small mirror to project the sun's image onto a white board in the shade of the shrubs in front of the Reference Room. It worked quite well, with an image about 8 inches in diameter. She estimated 30 people stopped by to view the eclipse's progress, while either visiting TML or en route to the Community Center eclipse viewing

ACTION: Director Mulé to immediately fix the sign on the elevator regarding the location of FICTION and NON-FICTION.

Also noted was that the back walkway remains closed due to the construction at the Prescott Building. Volunteer recognition is not yet planned, Karen Silverthorn, Assistant Director, noted that this would probably be scheduled closer to the holidays.

ACTION: Assistant Director Silverthorn, plan volunteer recognition event

Discussion regarding non-appropriated funding priorities and policy revision are noted for September's meeting. Chair Rose had attended several Building Committee meetings and stated that the group is, "working diligently to be cost effective and future-oriented even as new suggestions are thrown their way." She highlighted that putting together plans is particularly difficult when equipment failures arise.

Window and door repair was funded at \$15,000.00 by town meeting, but the cost is expected to exceed that allocation. Suggested made to be sure some funds perhaps even \$10,000 additional dollars are available to ensure the work is completed to avoid further deterioration and damage.

Funding will also be needed for HVAC system as 3 units are currently down. The top priority is replacing the unit in the front office as the winter sets in, this space is currently unheated. It was stated that other system work was slated for spring 2018, including the unit damaged in the ice storm. Gathering data and outlining the capital to replace the systems is underway, and will be put through the process to address design and right size the system to support needs. Consideration regarding the existing system being past its useful life.

ACTION: Director Mulé will share HVAC quotes when available.

Further note that the stone repointing work is estimated to cost \$14,000.00 and will need to wait for Prescott construction to complete. Due to the cost and needs for plant maintenance the Board agreed to hold off on restoration on the samplers at this time, they will be moved to the end of the funding priorities list. It was suggested that the cost and scope of the repointing work may be a capital project.

The funding priorities for plant maintenance are:

1. Windows and door
2. HVAC
3. Repointing stone
4. Blinds in non-fiction room – need to block sun and heat, recommended to stabilize temperature

Chair Rose requested update from Secretary Fiori regarding options for having a workshop on Board evaluation and assessment. Secretary Fiori shared that a professional library board facilitator has been identified with general terms in agreement. Secretary Fiori noted the Board should identify 2 dates to support ½ sessions which could be a month apart to further accommodate scheduling. The facilitator was willing to accommodate Sunday sessions.

Discussion of the Board activity included that such a gathering would constitute a quorum and so we should be sure to post the notice. Member Streeter derailed the opportunity stating he could not dedicate any additional time to the Board until after March of 2018. Suggestions were made and accommodations proposed to support the religious, personal, and professional obligations of several members to no avail. Secretary Fiori stated her strong disappointment regarding Board members unwillingness to accommodate a workshop for board development, as in prior meetings all had agreed to ½ day Sunday sessions in the Fall of 2017.

ACTION: Defer discussion of board development workshop to Spring 2017.

Member Schumacher-Hardy shared an update on the microfiche/microfilm options. Rather expensive almost 10-20,000.00 for conversion and new machine.

ACTION: Member Schumacher-Hardy Will pursue conversations with other libraries to see if we can collaborate on

conversion or new machine.

COMMITTEE REPORTS

BUILDING COMMITTEE:

Member Piazza was absent.

POLICY COMMITTEE:

Member Streeter noted a 2001 email from Archivist Melissa Mannon's final report which shows we have not made progress on the recommendations from that report.

Discussion continued to support starting with a mission statement to support outlining a context for review and revisions to the Special Collection policy. Chair Rose had shared a suggestion for mission statement as did Director Mulé. The special collection is to include museum, the special collections room, items on exhibit, other statues and objects. After much discussion and debate the Board agreed to the following language for the Special Collection mission statement:

In accordance with the Thayer Memorial Library mission statement, the Special Collections serve the community by collecting, preserving, providing access to, and curating resource material on the culture and history of the Library, Lancaster, and the local region.

[The Library organization's mission statement is: The Thayer Memorial Library brings people, information, and ideas together to enrich lives and build community.]

Motion made by Secretary Fiori to accept the Special Collection mission statement, Member Schumacher-Hardy seconded, motion passed 5-0.

Considerations and discussion for policy will begin with this context and are to address legacy issues like irrelevant categories, items in the room that are not special but are stored in the same physical space. Member Streeter suggested one issue will be to outline how to deaccession items that are not part of special collection, the current collection is siloed by type and not by intelligent design. There was general agreement on the need to ensure access to materials but the definition of "special" was less clear.

Motion by Member Streeter to include the following language in the definition of the special collections, "that the special collections are non-circulating collections to which access may be restricted." Member Schumacher-Hardy seconded, motion passed 5-0.

ACTION: Member Streeter and Director Mulé to meet and discuss priorities (page 4) as outline in the Preservation Survey report by Eva Grizzard, November 4, 2016.

DIRECTOR'S REPORT:

As reported in the Director's Report September 2017:

... State Reports: completed the state reports that focus on service data in August. By mid-October, the Library will need to file a financial report as well as compliance documents that are necessary to certify TML and receive a state aid award.

... FY19 Action Plan: This document needs to be submitted by early December to MBLC. It is a reformulation and restatement of the Library's strategic intentions for FY19 and is based on the Strategic Plan.

Meeting Room Chairs: The installation of the chairs went smoothly and none arrived defective. After installation, all of the existing chairs were either removed from the Library or stored in the basement for future consideration. Largely the public has responded favorably to the look and feel of said chairs. Likewise, staff finds managing the chairs for setup before or takedown after programs much easier.

Budget: Chair Rose asked if the union contract was complete, yes, but Director Mulé has not seen the final version. Of further note is the line item for book budget which has been level funded for 12 years, additional funds will need to be found and allocated to ensure we achieve our MAR requirement for state certification.

- <https://mblc.state.ma.us/programs-and-support/state-aid-and-arls/policies.php> The Municipal Appropriation Requirement (MAR) for each award year is computed using figures for the three prior fiscal years. For each of those three years that a municipality received a State Aid to Public Libraries award, the figure used will be either the MAR or Total Appropriated Municipal Income (TAMI), whichever is higher. If the municipality was not certified for State Aid to Public Libraries in any year, the actual TAMI for that year will be used.

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 5-0 vote.

A true record attest,
Stephanné Fiori, Secretary

September Action Items:

ACTION: Director Mulé to immediately fix the sign on the elevator regarding the location of FICTION and NON-FICTION.

ACTION: Assistant Director Silverthorn, plan volunteer recognition event

ACTION: Director Mulé will share HVAC quotes when available.

ACTION: Defer discussion of board development workshop to Spring 2017.

ACTION: Member Streeter and Director Mulé to meet and discuss priorities (page 4) as outline in the Preservation Survey report by Eva Grizzard, November 4, 2016.

July Action Items:

ACTION Secretary Fiori continue to research options, costs, and dates.

Director Mulé adjust Board calendar activities as listed above, also move Meet with funding partners from August to January.

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ACTION: Member Piazza to proceed with full clean-up of trash site including post removal.

ACTION: Board members are to consider, contemplate and suggest revisions to special collection mission statement and be prepared to discuss and vote on a final version at the September Board meeting.

ACTION: Board members are review the relevant policy documents circulated via email by Member Streeter to prepare for discussion and vote on mission statement.

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

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: 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