

**MEETING MINUTES**  
**LIBRARY BOARD OF TRUSTEES**  
**Wednesday, May 18, 2016**

**Attendance:** David Church, Warren Turner, Marian Goode, Ashley Warren, Deborah Lancaster, Sean Matthies, Ellen Snoeyenbos, Library Director and April McDermott, Asst. Director

The meeting was called to order at 5:43 p.m. by David Church, Chairman

**Minutes** – The Minutes from the April 13, 2016 were reviewed and amended. Motion was made by David Church, seconded by Warren Turner and accepted unanimously.

Marian Goode agreed to act as Secretary for the Trustees. Marian and Deborah will both take meeting minutes tonight to give Marian the chance to get used to her new role.

Packets for the meeting were prepared and distributed by Ellen Snoeyenbos.

Ellen reported that she has a meeting this week with the Assistant Town Accountant, Sue Kent.

Ellen reminded the Trustees that grant money from the Commonwealth can be carried over from year to year and will be charging some mileage costs to these accounts. There was a brief discussion about adding a mileage line item to next year's budget (FY2018).

**Monthly Reports:** The following reports were reviewed, discussed and accepted: Financial Report, Circulation Report, Director's Report and Children's Librarian Report. This motion was made by David Church, seconded by Warren Turner and unanimously approved by the Trustees.

**New Business:**

Ellen reported the following:

- There will be a freeze on book purchases until mid-June to determine what town funds are available to be spent before 6/30/2016.
- Our statistics for Overdrive, Ancestry.Com, Heritage Quest and Universal Classes have all increased! We have streamlined our collection to 75,643 items and continue to try and discover new ways to attract residents and patrons to the WBPL.
- Nanette Ryan weeded out all books that had not circulated at all in the last three years. These books from the Children's Room will be donated to a local hospital and another school library.
- There will be an exhibit in June of ecology posters at the WBPL.
- Glen Savoie, the President of the Friends of the WB Public Library, will be relocating to Cape Cod. Therefore, the Friends Group is looking for a new leader. Glen Savoie is happy to spend some time with the new president during the transition period.

Ellen reported the following (continued):

- WBPL is now tracking Overdrive programs through Sails.
- Plans for the Open House on Friday, June 24<sup>th</sup> are shaping up nicely. Deborah suggested that the Employees and Trustees all wear name tags so the public will know who is who.
- Ellen will be using a new Performance Evaluation Form for future staff evaluations. After review, Deborah suggested that Section V be expanded to include a more general question for employees to provide feedback.
- The Trustees reviewed the newly-designed library logo and Ellen will move forward with fine-tuning the design and color.

There was a lengthy discussion about the continued parking problem at the library where parents of school children are parking in the Library lot. This live parking is causing library patrons to be unable to access the parking lot. Beth and David hope to meet with Dr. Oakley in August to discuss this issue and come up with a solution before school starts in September. Also, we should find out who the School Resource Officer is for the WB Police Department and ask for their help as well.

Both the Adult Summer Reading Club and the Hot Summer Reads programs were discussed.

The next Trustees Meeting will be held on Wednesday, June 22<sup>th</sup> at 5:45 p.m.

**Summer Meetings:** The Trustees will not plan to meet in July or August unless the need arises.

**Public Comments:** None

**Adjournment:** A motion to adjourn at 6:45 p.m. was made by David Church, seconded by Warren Turner and accepted unanimously.