

**Newburyport Public Library
Board of Directors – Regular Meeting
September 5, 2012**

Call to Order

The meeting was called to order at 5:20PM by Elizabeth Valeriani. Attending, in addition to Ms. Valeriani, were Board members Monica Blondin, Kathy Carey, Joseph Donnelly, Barbara Dowd, Marcia Edson, Robert Gould and Steven Moore. Also attending was Head Librarian and Recording Secretary Cynthia Hubbard Dadd. James Connolly, Thomas O'Brien, Josiah Welch and Mayor Donna Holaday were absent.

Old Business:

Approval of Minutes

The minutes of the June 13, 2012 meeting were approved as written on a motion by Mr. Gould; seconded by Ms. Blondin.

FY13 Budget

Ms. Dadd told the Board that the library budget for FY2013 was approved as submitted.

Budget Transfer – Carpet

Ms. Dadd met with the City Council's Budget and Finance subcommittee twice to discuss a transfer request from the City's Free Cash Account, for the purpose of re-carpeting the second floor reference area. The carpet funding request had previously been submitted to the City's Capital Budget. But, because of timing issues, the transfer request was made to coordinate the carpet project with the accompanying construction work being done to the reference area. At the last City Council meeting of the fiscal year, the request was approved, with the stipulation that the funds be expended by September 15th. Ms. Dadd explained to the Board that the deadline would be met.

Reorganization Project

Ms. Dadd updated the Board on the status of the second floor reorganization project. The work is almost complete, with the exception of some punch list items.

Sarah Holden is the project manager and Snow Building Company, the general contractor. New computer tables have been ordered and are expected to arrive at the end of October. Telecomm and telephone providers have terminated data and phone lines and installed two new telephones at the new reference desk. Ms. Dadd gave special praise to the library's Assistant Head Librarian, Giselle Stevens and the custodians, Mike Bartlett and John Hewett, for moving and then re-installing all of the furniture and computers in the space.

Personnel Update

Ms. Dadd apprised the Board of several personnel changes. There have recently been two retirements, one part-time and one full time. Three new staff members have been hired: Shannon Schinagl is the new Senior Librarian/Children's Services, Jessica Atherton is a Staff Librarian/Information Services and Jessica Hilbun is the Staff Librarian/Information and Teen Services. Three staff members have transitioned to new positions. Kim Butler is now Senior Librarian/Technical Services. Andrea Bunker is the Senior Librarian/Information Services. Jean O'Malley, formerly a library substitute, has joined the permanent staff as a part time library technician. The Board directed Ms. Dadd to provide an organizational chart of employees, as well as job descriptions for each employee position. She will bring these to the October meeting.

Evergreen update

Ms. Dadd reminded the Board that the new version of the Evergreen catalog is due out on October 1st. Some staff have attended demonstrations of the new catalog and feel that it provides improved functionality.

CORI Policy Update

The Board had voted, at its June meeting, to accept the revised CORI policy, which follows that which has been adopted by the state. Ms. Dadd distributed the revised copies for members to update their policy handbooks.

MVLC Long Range Planning

Ms. Dadd reminded the Board that, as MVLC Vice President, she is heading their Strategic Planning Committee. Two focus groups were held this summer to obtain feedback for the long range plan. Another will be held for library directors on September 18th. An update to this year's action plan is due at the MA Board of Library Commissioners on December 1st. Then, a full plan must be approved by

the MVLC directors next September for submission to the MBLC by October 1, 2013.

New Business:

Teen Loft/Children's Room News

New Children's Librarian, Shannon Schinagl, is settling in well. The children's dept. held a successful summer reading program. Children reading for more than forty hours this summer were given free passes to the Topsfield Fair, courtesy of the Fair. The children's program calendar will include a new pajama story time on Monday evenings, to be held in the Program Room, to accommodate anyone wanting to attend. Ms. Schinagl extended an invitation to Board members to visit the children's room or attend a children's program, to see how valuable the library is to Newburyport's children. New Teen Librarian, Jessica Hilbun, has extensively weeded the teen collection and added many new titles. She has planned several fall programs, kicking off with an ice cream party next week. Greg McAdams will present a Halloween program called Tales from Beyond. A teen blog has been created and Facebook postings have increased in frequency. Ms. Hilbun will be seeking new members of the Teen Advisory Board.

June/July/August & FY12 Statistics

Board members were given copies of the annual statistical report, recently submitted to the MA Board of Library Commissioners. Circulation was down this year in most categories, except DVDs (up 1%) and Overdrive downloadable audiobooks and eBooks. The library also experienced a 5% increase in museum pass usage. Two new museum passes were added this year, Strawberry Banke and the John F. Kennedy Library. The self-check stations are proving a good service alternative. They have positively affected staff work flow and patron satisfaction, with patrons checking out 35,825 items since November 2011.

Review of Meeting Room Policy

Ms. Dadd asked the Board to review the existing Program Room Policy, in light of a recent request for room use by a group making telephone calls on behalf of a particular candidate. After discussion, the Board re-affirmed the policy, which does not discriminate on the basis of the political, religious or other beliefs of the applicant groups. The Newburyport Public Library does not endorse the views expressed by any group using the meeting rooms.

Gift Recognition Policy

Recently, patrons wanting to make a donation to the library or to the Friends group have requested recognition of their gifts through a plaque or other permanent identifier. The library's gift policy, revised in 2009, is not clear on this topic. The Board discussed the current policy and then requested that Ms. Dadd research other libraries' policies and bring some examples to the October meeting for further discussion.

Request to Charge a Fee for Obituary Searches

The Board updated a policy of the NPL Archival Center. The Board agreed to the following procedure: The Newburyport Archival Center will locate, copy and mail out up to two obituaries to a requester at no charge. Additional obituary requests will cost \$5.00 each.

New England Library Association (NELA) Conference

Ms. Dadd told the Board that she will be attending the NELA conference in Sturbridge on October 14-16. Two additional staff members will attend on Tuesday, October 16th.

September Calendar

The September library calendar was reviewed. Ms. Dadd reviewed her meeting schedule for September.

Other

Ms. Dadd told the Board that work will begin soon on the repair of the front vestibule tile. It is hoped that this fix will enable the inner doors to close properly, of particular importance as the cold weather sets in. The repair, which is expected to take three days, will make the front entrance inaccessible. Patrons will be re-routed through the back parking lot and entrance.

Ms. Dadd told the Board that the Friends of the Library will be mounting an "awareness" campaign this year to let the public and city officials know how much the Friends support the Newburyport Public Library, funding items that in previous years, would have been the purview of the municipality. The Board extended an invitation to Friends' Board members to attend an upcoming Board meeting to talk about this campaign.

Adjournment

The meeting was adjourned at 6:30PM on a motion by Ms. Dowd; seconded by Mr. Gould. The next meeting will be held on October 3, 2012 at 5:15 PM.

Respectfully submitted,

Cynthia Dadd
Recording Secretary