Newburyport Public Library

**Board of Directors – Regular Meeting**

**November 2, 2016**

# Call to Order

The meeting was called to order at 5:16 PM by Elizabeth Valeriani. Attending, in addition to Ms. Valeriani, were Kathy Carey, James Connolly, Barbara Dowd, Marcia Edson, Gary Gorski, Sarah Holden, Steve Moore and Sarah Spalding. Also attending was Head Librarian/Recording Secretary Cynthia Dadd. Monica Blondin, Thomas O'Brien and Mayor Holaday were absent.

**Old Business:**

**Approval of Minutes**

The minutes of the October 5, 2016 meeting were approved on a motion by Ms. Dowd; seconded by Mr. Moore.

**Personnel Update**

Ms. Dadd told the Board that staff librarian Kathleen (Kat) Wilson had resigned her position to take a job in Montana. Sara Smith, currently reference/teen librarian, will take over Kat's duties in the technical services department. There is currently an internal union posting for the teen services job. A part-time library technician in the circulation department will retire from her position for health reasons.

**Policy Review**

Ms. Dadd distributed a list of policies which have been reviewed/revised since 2010 and those that will be under review by a staff committee during FY2017. The latter include:

circulation policy, collection development policy and a social media policy (new). There was then a discussion about a draft policy on ticket and raffle sales. Ms. Dadd reminded the Board that there had been a discussion about this policy at the January 2016 meeting, but no vote had been taken/recorded on the revision. After discussion, it was agreed to strike the last paragraph. The revised policy was approved by the Board on a motion by Mr. Moore; seconded by Mr. Connolly.

**Friends of the Library Book Sale**

Ms. Dadd told the Board that the recently completed fall book sale was very successful, netting $10,400, the largest amount in the last three years of sales. Thanks go to co-chairs Madeleine Arcovio and Sherry Moore and many volunteers. The spring sale is already set for March 15-18.

**Trustee Orientation Session**

Ms. Holden and Ms. Spalding recently attended the trustee orientation session conducted by the Massachusetts Board of Library Commissioners and the Massachusetts Library System, held at the Salisbury Public Library. Both indicated that it was a worthwhile program.

**New England Library Association Conference**

Ms. Dadd told the Board that she, Allison Driscoll, Giselle Stevens, and Nancy Magnifico attended the recent annual conference of the New England Library Association. She said that all of the programs that she attended were interesting and potentially useful. They included sessions on town-wide preservation grants, violent intruder training, community use of library buildings and capital fundraising. The other staff also found the conference productive.

**Emily Dickinson Day**

Ms. told the Board that she very much enjoyed her participation in the Powow River Poets' Emily Dickinson Day, held on October 15 at the Old South Church.

**Furniture Replacement**

Ms. Dadd told the Board that she is still working on the replacement of some furniture in the reading room and 2nd and 3rd floor tower room areas. She also looked into reupholstering services done by the Massachusetts Corrections Industries in Norfolk.

**New Business:**

**Children’s Room/Teen Loft News/Adult Programs**

Allison Driscoll reported on October activities in the Children's Department, which included answering 500 reference questions and total story hour attendance of 300 children. Other activities included science club, "cookies and coloring" program and a fairy door craft. Staff also visited two local schools and a child care center to read stories to the children and talk to them about the library. Teen librarian Sara Smith offered 7 programs with 50 attendees.

**Adult Programs:**

Novel Ideas: NPL’s Fiction Book Club for Adults

 November 9 - *My Name is Lucy Barton*

Just the Facts Book Club: Nonfiction for Adults

November 29 - *The Remedy: Robert Koch, Arthur Conan Doyle & the Quest to Cure Tuberculosis*

Reading Glasses **-** October 30 - *The Rosie Project*

Movie matinees: (Wednesday afternoons) **–** *Me Before You, Money Monster, Everest, Fathers and Daughters*

**Other special programs:**

November 1 - Color Me Calm Adult Coloring Group ; November 2 - One Book, One City Community Read Discussion ; November 3 & 17 - Senior Coffee Hour ; November 12 - Powow River Poets Reading Series ; November 15 - Massacre on the Merrimack with Jay Atkinson ; November 18 - Teen Art Club ; November 21 - Dumbledore's Army (Harry Potter buttons) ; November 21 - Adult Craft Night (beaded tassel keychains) ; November 30 - Food Fight : Inside the Battle for Market Basket.

**October Statistics**

Ms. Dadd distributed circulation and computer statistics. In comparing circulation to the same month last year, there were circulation decreases in several categories, but the library was open seven fewer hours. Non-resident circulation decreases accounted for slightly less than half of the total decrease. There were increases in Overdrive e-books and children's CDs. Attendance was only down by 650 people, but staff issued 22 more new cards than the previous October. So, as has been noted before, people are still coming to the library and using it in a variety of ways, even if this includes less borrowing of materials

**Town-Wide Preservation Assessment Grant**

Ms. Dadd told the Board that she was preparing a grant application for a town-wide preservation assessment grant offered by the Massachusetts Board of Library Commissioners, under the Library Services and Technology Act. The grant offers the services of a preservation consultant to a library and partner organizations within the city or town. Ms. Dadd said that the City Clerk's office, the Museum of Old Newbury, Central Congregational Church and St. Paul's Episcopal Church had all agreed to partner with the library for this project. The consultant would assess and identify special collections and issue a report of short and long term recommendations for preservation and storage of, and access to, the collections. Ms. Dadd said that the application deadline is October 18 and the MBLC expects to make awards in January.

**Other**

Ms. Dadd mentioned three items: 1. Dave Davis sent a note of appreciation to Ms. Dadd for her participation in the Powow River Poets' "Emily Dickinson Day' and for the library's hosting of the poets group on Saturdays for workshops and readings 2. Jessica Atherton passed along a story about a patron who was very happy to learn of the digitized historic newspaper collection. 3. Dr. G. William Freeman who recently published the book "Benjamin Hale: New England Stagecoach Pioneer", acknowledged the help of Jessica Gill and the staff of the Archival Center. Ms. Carey made mention of the excellent customer service that she was given by staff member Anna McGrath.

**November Calendar**

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

# Adjournment

The meeting was adjourned at 5:59 PM on a motion by Ms. Spalding; seconded by Mr. Moore. The next meeting will be held on December 7 at 5:15PM.

 Respectfully submitted,

 Cynthia Dadd

 Recording Secretary