

**Newburyport Public Library
Board of Directors – Regular Meeting
June 13, 2012**

Call to Order

The meeting was called to order at 5:15PM by Josiah Welch. Attending, in addition to Mr. Welch, were Board members Monica Blondin, Kathy Carey, James Connolly, Joseph Donnelly, Barbara Dowd, Marcia Edson, Robert Gould and Steven Moore. Also attending was Head Librarian and Recording Secretary Cynthia Hubbard Dadd. Thomas O'Brien and Mayor Donna Holaday were absent.

Old Business:

Approval of Minutes

The minutes of the May 2, 2012 meeting were approved as written and entered into record.

FY13 Budget

Ms. Dadd told the Board that she had met with the City Council Budget and Finance subcommittee on Thursday, May 17th. Councilors asked some questions regarding the budget submission and are expected to recommend passage of the budget as submitted. Ms. Dadd was also able to discuss the library's transfer request for funds to replace carpet in the Reference Department. At a separate meeting of the subcommittee on June 11th, the members voted to approve sending this transfer request to the full Council for a vote. The re-carpeting will be done in concert with the second floor reorganization project which is slated to begin soon.

Reorganization Project

Ms. Dadd told the Board that requests for contractor proposals were sent out, with a response deadline of May 31st. Three proposals were received, two very similar in price and a third which was much higher. Project Manager Sarah Holden did a bid comparison and a decision was made to offer the contracting job to Snow Contracting.

Personnel Update

Ms. Dadd apprised the Board of the status of personnel changes. Elizabeth Pendak continues to recover from an illness and no date has been set for her return to work. There were no internal candidates for the two open AFSCME positions; Senior Librarian/Children's Services and Staff Librarian/Information Services. These vacancies were posted on the MA Board of Library Commissioners website. Sixteen applications were received for the Senior Librarian position and thirty-five for the Staff Librarian position. Many candidates appear strong. A phone interview was conducted with a candidate from Michigan and another candidate who lives in Washington state but has local ties will come here for an interview. Interviews for four candidates for each position have been arranged, to take place over the next two weeks. Ms. Dadd said that she hopes to have new staff in place by mid-late July.

Books in Bloom Friends' Event

Ms. Dadd reported on the recent Books in Bloom cooperative event with the Friends of the Library and the NBPT Horticultural Society. More than twenty-five floral displays interpreting books were created and placed in various locations throughout the library's first floor. Ticket holders were treated to music by a string trio and to food prepared by members of the two organizations. Photos of the event are posted on the library's Facebook page, which can be accessed from a link on the library's website (lower left corner.) The planning committee has met to recap the event and to discuss the possibility of doing it again next year. Proceeds were split between the Friends of the Library and the Horticultural Society.

Fran Dalton Photo Exhibit

The library's Archivist, Jessica Gill, and three volunteers did an amazing job preparing the retrospective exhibit of sixty photographs by Fran Dalton that are part of the library's collection. Deserving recognition are Mary Lou Supple, Richard Colburn and Carrie Hayden. Ms. Dadd reported that more than 600 people viewed the exhibit on Saturday, June 9th and several more visited on the following Monday and Tuesday. Saturday attendees were treated to light refreshments and the lovely harp playing of Mary Jane Rupert. The exhibit was a wonderful community event, made possible by donor Jim Baker. The photos will be available to view in storage drawers during regular Archival Center hours. The display/exhibit panels purchased for the event worked perfectly and can be used for future exhibits.

New Business:

Teen Loft/Children's Room News

Despite the fact that the library is in transition with the Head of Children's Services position, there are still many activities planned for the Children's Room this summer. The summer reading club kicked off on Monday. June programs include: The Toe Jam Puppet Band, Wingmasters, the World of Owls and "Where the Wild Things Are" party. July activities include: "Paint like Van Gogh" and "Paint like Chagall", The Museum of Science presents "One sky, many stories", Sparky's Puppets, clay sculpting and a song-a-long with Tom Sieling for all ages and families. Because the library is in the process of hiring a new Teen Librarian and Andrea bunker has been transitioning to her new position as Senior Librarian/Information Services, teen programming is on hold right now. Andrea has advised the teens of this through Facebook and the Teen Advisory Group.

May Statistics

Lynn Marks provided a statistical report noting that, even though the library was open nine fewer hours than May of last year, attendance increased by 2%. Although total circulation was down 5%, some circulation categories continued to climb or remained steady. Overdrive (ebooks) use was down a bit from the winter high, but still up 75% over last May. Books on CD and DVDs continue in popularity. Patrons are becoming more comfortable with self-check and these transactions now account for 16% of the total circulation. Circulation staff is preparing for a busy summer.

CORI Policy

The state has updated its CORI(Criminal Offender Record Information) regulations, so Ms. Dadd presented a revised library CORI policy, to better align with the state language and requirements. The Board voted to adopt the revised policy, on a motion by Ms. Valeriani; seconded by Ms. Edson. A final copy of the new policy will be inserted into the library's policy handbooks and distributed to Board members at the September meeting.

Head Librarian Name Change

The Head Librarian informed the Board that she is now using the name Cynthia Hubbard Dadd.

Value of MLS (Massachusetts Library System) Services

Ms. Dadd distributed a handout from the Massachusetts Library System, breaking down the value of its funding/services to member libraries. Most important to note is that for libraries in Newburyport's population group (15,000-24,999), MLS provides an average of \$215,103 in services to each library annually. Services to member libraries include: daily delivery service, cooperative purchasing arrangements for materials and supplies, online databases, mediated interlibrary loans, continuing education, advisory services and summer reading program planning and materials.

June Calendar

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

Adjournment

The meeting was adjourned at 5:55PM on a motion by Ms. Dowd; seconded by Ms Blondin. The next meeting will be held on September 5, 2012 at 5:15 PM.

Respectfully submitted,

Cynthia Dadd
Recording Secretary