Newburyport Public Library

**Board of Directors – Regular Meeting**

**September 7, 2016**

# Call to Order

The meeting was called to order at 5:15 PM by James Connolly. Attending, in addition to Mr. Connolly, were Monica Blondin, Kathy Carey, Marcia Edson, Gary Gorski, Sarah Holden, Sarah Spalding and Mayor Donna Holaday. Also attending was Head Librarian/Recording Secretary Cynthia Dadd. Barbara Dowd, Steve Moore, Thomas O'Brien and Elizabeth Valeriani were absent.

**Introduction of Sarah Spalding**

Ms. Dadd formally introduced new Board member Sarah Spalding, who has been appointed to fill the unexpired term of Sarah White.

**Old Business:**

**Approval of Minutes**

The minutes of the June 1, 2016 meeting were approved, with corrections, on a motion by Ms. Blondin; seconded by Ms. Edson.

**FY17 Budget**

Ms. Dadd noted that, after a marathon City Council budget hearing, the library budget passed as submitted. There are capital budget requests for carpet replacement for this year (FY 17 - Children's Room and Archival Center) and next (FY18 - second and third floor stacks). Ms. Dadd said that she asked Patty Moore what the plans are for funding the capital budget requests this year and she said that she would check with Ethan Manning. No actions will be taken until the city's free cash is certified in October.

**State Aid/Certification Information**

Ms. Dadd distributed information regarding state aid/certification requirements for Massachusetts. This was primarily for the benefit of new Board members, but also served as a reminder for veteran members. Ms. Dadd told the Board that she had submitted the annual state statistical report and is currently working on the financial report, which is due in October.

**Personnel Update**

Jessica Atherton has returned from maternity leave. Rebecca Boudreau began work on July 11 as a part-time library technician. Rebecca is a Newburyport resident and has experience working at the University of New Hampshire Library. She also currently works part time at the Ipswich Public Library. The director there was generous in making concessions to Rebecca's schedule to accommodate the schedule here. Rebecca is learning quickly and fitting in well.

**Strategic Planning**

Board members had received copies of the final draft of the Strategic Plan for FY2017-2020. Ms. Dadd told the Board that the plan is the result of much hard work and thought during the last eight months. Library administration and staff were pleased with the work of Barbara Alevras of Sage Consulting Services, who facilitated the planning process. Ms. Dadd thanked the Board members who had participated in the planning process and Gary Gorski for his editing services. Mayor Holaday made a motion, seconded by Ms. Blondin, to approve the plan. The motion passed unanimously. Ms. Dadd will forward the completed plan, with the appendices, to the Massachusetts Board of Library Commissioners.

**Policy Review**

Ms. Dadd told the Board that there are no policies currently under review.

**Newspaper Digitization Project**

Ms. Dadd said that staff had already had several questions about the use of the digitized Newburyport newspapers from 1799-1901. Thanks to a generous grant from the Newburyport Area Industrial Development (NAID) Foundation, the NPL has completed the first phase of digitizing the microfilm of Newburyport’s historical newspaper archive. The papers are available online either in the library or remotely, with or without a library card. The link to access this new resource will be on the “[Archival Center](http://www.newburyportpl.org/services/newburyport_archival_center)” and the “[Online Resources](http://www.newburyportpl.org/services/online_resources)” pages of the library website. The digitized newspapers can be searched in three ways: by year, title,or keyword search term.  The next phase of the project will digitize the microfilm of newspapers from the 1700s. The Friends of the Library will seek further funding from NAID for this project, on behalf of the library.

**New Business:**

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

Ms. Dadd distributed flyers created by the Children's and Teen Librarians regarding September programs.

**Adult Programs:**

Novel Ideas: NPL’s Fiction Book Club for Adults

September 14 - *The Martian*

Just the Facts Book Club: Nonfiction for Adults

September 27 - *Between the World and Me*

Reading Glasses **-** September 28 - *The Good House*

Movie matinees: (Wednesday afternoons) **–** *In a World, Suffragette, Rush*

**Other special programs:**

Sept. 6 - Color Me Calm ; Sept. 7 - The Role of the Honeybee in Our Environment ; Sept. 8 & 22 - Senior Coffee Hour ; Sept. 10 - Powow River Poets Reading Series ; Sept. 16 - Dumbledore's Amy and Art Club (teen programs) ; Sept. 19 - Adult Craft Night (Wine Cork Pumpkins) ; Sept. 21 - Rosemary: the Hidden Kennedy Daughter ; Sept. 22 - Lifelong Wellness w/Peg Doyle ; Sept. 23 - DIY Canvas Shoes (teen program) Sept. 27 - Telescope Night at the Waterfront (family)

**October 27 - Craft Beer Program -** Our request for a one-day liquor license, to accommodate beer sampling at the program, will be considered this evening at the meeting of the Alcohol Licensing Board.

**Summer Reading Programs**

The summer reading programs were very successful, with many adults, 90 teens and more than 900 children participating. People of all ages joined in the fun at the kick-off program featuring mini-golf in the library stacks.

**June-August Statistics**

Ms. Dadd distributed copies of the statistics spreadsheet comparing the last three months to the same month in the prior fiscal year. The most important trend is the decrease in non-resident circulation, most likely attributable to the opening of the Salisbury Public Library. Adult books circulation continues to decline, with e-book circulation increasing. Other things to note: Although most circulation categories were down in June compared to last year, there were significant increases in children's circulation (books, DVDs, CDs (as well as Overdrive e-books). The reorganization of the Children's Room done by the staff a few months ago seems to have had the desired effect. There was also an increase of more than 1,000 transactions at the self-check stations compared to last June. In July, attendance and circulation were down, but the library was open 16 fewer hours. Non-resident transactions accounted for almost half of the decreases. (This was also true in August) Children's books and CD circulation were up this month, as well as Overdrive e-books. Board members also received a fact sheet about the summer reading program for children.

**Archival Center Hours**

Last year, funding was requested to open the Archival Center on Saturday afternoons, but , because of staffing shortages, this was only possible on selected days, to help middle- school students who were working on local history projects. But, starting this week, the Archival Center Saturday hours will be consistent with Monday-Friday hours (9AM-12PM and 1-4PM).

**Archival Photograph Permanent Display**

Library staff and volunteers have mounted a "permanent" display of historic photographs in the Program Room. These are enlargements of photos from the Archival Center collection that artists used last summer to participate in a cooperative (Library, Newburyport Art Association, Maritime Museum)Yankee Homecoming project .

**OneCity/OneBook Program**

The Literary Festival is sponsoring this program, using the book *Between the World and Me* by Ta Nehesi-Coates. It is directed at high school students and the community at large. The library's non-fiction book group will be discussing this title at the end of September and the library will purchase additional copies for the community.

**New England Library Association Conference**

The conference will take place this year in Danvers on October 16-18. Because it is so conveniently located, Ms. Dadd will make it possible for any interested staff to attend for one day.

**Parking Lot**

The Board discussed the proposed development of the Harris Street parking lot. Ms. Dadd brought to their attention an email message from former Head Librarian Dorothy LaFrance noting that the lot was purchased by the city for the express purpose of having parking spaces for library patrons, one of the requirements of the state grant that helped fund the library renovation/addition project. The Board directed Ms. Dadd to forward this correspondence to Mayor Holaday.

**Other**

Ms. Dadd told the Board that the Friends of the Library Annual meeting will take place next Thursday, September 15 at 7PM. Featured speaker will be artist/City Clerk Richard Jones. She also said that new library cards have been received with the library's updated logo, including separate cards with the Children's Room logo. September is Library Card Sign-Up Month.

**September Calendar**

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

# Adjournment

The meeting was adjourned at 6:15 PM on a motion by Ms. Carey; seconded by Ms. Edson. The next meeting will be held on October 5 at 5:15PM.

Respectfully submitted,

Cynthia Dadd

Recording Secretary