Newburyport Public Library

**Board of Directors – Regular Meeting**

**January 4, 2017**

# Call to Order

The meeting was called to order at 5:18 PM by Elizabeth Valeriani. Attending, in addition to Ms. Valeriani, were Monica Blondin, Kathy Carey, James Connolly, Barbara Dowd, Gary Gorski, Sarah Holden, Steve Moore, and Sarah Spalding. Also attending was Head Librarian/Recording Secretary Cynthia Dadd. Marcia Edson, Thomas O'Brien and Mayor Holaday were absent.

**Old Business:**

**Approval of Minutes**

The minutes of the December 7, 2016 meeting were approved on a motion by Mr. Connolly; seconded by Mr. Moore.

**Personnel Update**

Ms. Dadd apprised the Board on the status of several staff members: Senior Librarian/Archivist Jessica Gill has retired. Staff Librarian Sharon Spieldenner has been promoted as her successor. Sharon's previous hours in the Archival Center will be filled by Staff Librarian Dana Echelberger. Suzanne Congdon will join the staff as a part- time Library Technician, beginning January 17. Interviews are currently underway for two open Staff Librarian positions. There is currently an internal AFSCME job posting for a part- time Staff Librarian. Anna McGrath continues to recover from an injury. Ms. Dadd noted that staff have been very flexible and accommodating regarding schedule changes and desk coverage.

**Policy Review**

There is currently no policy for review.

**Town-Wide Preservation Assessment Grant**

Ms. Dadd told the Board that she was notified that the library's application for a Town-Wide Preservation Assessment Grant has been approved. Also, the Custom House Maritime Museum was approved as a grant partner. Other partner organizations are: City Hall (city clerk and assessor's office), the Museum of Old Newbury (Historical Society), Central Congregational Church, and St. Paul's Episcopal Church. The project will likely begin in February/March. Sharon Spieldenner will serve as the project coordinator.

**Library Legislative Breakfast**

Ms. Dadd attended the library legislative breakfast sponsored by the Massachusetts Library Association on December 16 at the Peabody Institute Library in Peabody. Peabody's state representative has joined the library legislative caucus.

**New Resident Meet and Greet**

Ms. Dadd reported that approximately 25 residents attended the Mayor's Meet and Greet for newcomers on Thursday, December 15, held at the Senior Community Center. Each department head had an opportunity to speak about the services offered by his/her department/institution. Ms. Dadd said that her talk focused on non-book services and materials available at the library or remotely. There was also an opportunity to speak individually with residents.

**Strategic Plan Approval**

Ms. Dadd told the Board that she received notice from the Massachusetts Board of Library Commissioners that the library's strategic plan for FY2017-2020 has been approved.

**New Business:**

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

Allison Driscoll provided a report of Children's Department activities. The staff answered 473 questions and received 260 entries in the latest guessing game. Twenty children entered the "Checklist Challenge" which encourages participants to read books in genres not of their usual choosing. All storytimes were well attended. Other popular programs included a STEM structures building activity and a Cookies and Coloring session. Vacation week activities included bingo, jewelry-making and a screening of the film *Finding Dory.* The pet adoption event drew 82 people and at least one dog found a new family. January will bring several after-school crafts programs and a showing of *The Secret Life of Pets.*

**Adult Programs:**

Novel Ideas: NPL’s Fiction Book Club for Adults

January 11 - *Swans of Fifth Avenue*

Just the Facts Book Club: Nonfiction for Adults

January 31 - *Longitude*

Movie matinees: (Wednesday afternoons) **–** *Bridget Jones' Baby, Florence Foster Jenkins, The Light Between Oceans, Spotlight*

**Other special programs:** January 12 & 26 - Senior Coffee Hour ; January 12 - History of the Coast Guard in Massachusetts ; January 14 - Powow River Poets Reading Series ; January 19 - The Great Bear Rainforest ; January 20 - Art Club (pain the teen loft) ; January 23 - Adult Craft Night ; January 30 - Dumbledore's Army : dragons' eggs.

Program statistics for July-December 2016: adult - 124 programs with 1,917 attendees ; teen - 44 programs with 554 attendees

**December Statistics**

Ms. Dadd distributed December circulation statistics, museum pass statistics and six- months (July-December) statistics for a variety of metrics. While adult circulation continues to decline, circulation of children's materials increased over the same month last year, in all categories. As is typical, Overdrive e-books and downloadable audio books saw a significant increase.

**Other**

Mr. Gorski noted a recent email from the Massachusetts Board of Library Commissioners that included public relations materials regarding budgets that could be customized for use by individual libraries. Ms. Dadd distributed copies of a thank-you note from a patron to the reference desk staff for their great service. She told the Board that the family of recently deceased staff member Jean O'Malley would like to donate a memorial to her. Ms. Dadd will pursue with the family the idea of replacing the wooden benches in front of the library in the spring.

**January Calendar**

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

# Adjournment

The meeting was adjourned at 5:50 PM on a motion by Ms. Dowd; seconded by Ms. Carey. The next meeting will be held on February 1, 2017 at 5:15PM.

Respectfully submitted,

Cynthia Dadd

Recording Secretary