Newburyport Public Library

**Board of Directors – Regular Meeting**

**February 1, 2017**

# Call to Order

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

**Old Business:**

**Approval of Minutes**

The minutes of the January 4, 2017 meeting were approved as amended on a motion by Ms. Spalding ; seconded by Ms. Dowd.

**Personnel Update**

Ms. Dadd updated the board regarding personnel. 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 joined the staff as a part- time Library Technician on January 17. Julia Bald has been hired as Staff Librarian for Technical Services and began work on Monday, January 30. Julia has public library experience and most recently worked at Harvard's Countway Medical Library. Erin Tuomi, currently employed at the Newbury Town Library, will begin work here on Monday, February 6 as Staff Librarian for reference and adult programming. There is currently an internal AFSCME job posting for a part- time Staff Librarian. Also, part- time Library Technician Justin Liberti has given his notice and his last work day will be Saturday, February 11. The deadline for internal AFSCME applications has passed. Ms. Dadd said that she planned to interview a candidate tomorrow and review resumes from the previous Library Technician hiring process. Anna McGrath continues to recover from an injury and began working a reduced schedule last week. The staff have been very flexible and accommodating regarding schedule changes and desk coverage.

**Policy Review**

Ms. Dadd distributed a draft revision of the patron policy. She pointed out minor changes in language to include vaping and e-cigarettes in the paragraph regarding prohibition on smoking. Items were re-ordered to place illegal behaviors at the beginning of the list. The revised policy was unanimously approved on a motion by Ms. Holden ; seconded by Ms. Dowd.

**Furniture Replacement Project**

Ms. Dadd told the Board that the project to replace upholstered furniture in the Reading Room is finally underway. The budget includes firm commitments from the Friends of the Library ($10,000) and a library trust fund ($5,000). The services of Sharon Currier have been engaged to design the space and procure furniture. Ms. Dadd and Giselle Stevens met with her recently and are expecting a proposal from her soon.

**MVLC ILS Migration**

Ms. Dadd reminded the Board that the Merrimack Valley Library Consortium will be migrating to a proprietary library services platform (Symphony from Sirsi-Dynix) from the open source product, Evergreen, currently in use. This will take place mid-May and training sessions and downtime procedures are being planned.

**New Business:**

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

In January, 245 guessing game entries were received and staff answered 590 reference questions. Free in-house use of ABC Mouse, a popular online learning website, is now available to patrons. In January, 26 people took advantage of this feature. A dry-erase coloring table has been added to theChildren's Room and has been used by approximately 50 people each day**.** Three Terrific Twos story times had 81 attendees, three preschool story times had 51 attendees, and three babies story times had 79 attendees. Six Wonderful Ones story times had 140 attendees. Other offerings were a movie afternoon with 15 attendees, a STEM building program with 36 attendees, and a cookies and coloring session with 27 attendees. Science Club attendees (37) made mazes and 21 craft program attendees made snowflake crowns. Total program attendance for the month was 520. The following activities are planned for February : story times, flower crown craft, and letter writing to veterans and deployed members of the military.

**Adult Programs:**

Novel Ideas: NPL’s Fiction Book Club for Adults

February 8 *- A Man Called Ove*

Just the Facts Book Club: Nonfiction for Adults

February 28 - To the Edge of the World

Movie matinees: (Wednesday afternoons) **–** *Whiskey Tango Foxtrot, Crazy Stupid Love, The Girl on the Train*

**Other special programs:**

February 9 & 23 - Senior Coffee Hour ; February 2 - Jasmine's Story ; February 3 - Teen Food Fridays ; February 3 - Anti-Valentine's Day Party ; February 6 - Book Bites cookbook book group - My Kitchen Year by Ruth Reichl ; February 8 - Getting into Genealogy ; February 12 - History Lecture Series : Cassidy Brother Forge ; February 13 - Dumbledore's Army : Harry Potter sharpie mugs ; February 18 - Kids' Book Sale and Magic Show ; February 19 - History Lecture Series : Amesbury Carriage Museum ; February 26 - History Lecture Series: Pure Heart Book Talk; February 27 - Teen Advisory Board meeting

New program - *Thinking Voices* discussion group - every Thursday at 1:30PM. Featuring discussion of topics of current interest.

**January Statistics**

Ms. Dadd distributed January computer use and museum pass statistics. Circulation statistics for January were not available and will be presented at the March meeting.

**FY18 Budget**

The Mayor has asked department heads to be judicious with budget requests this year, as local aid from the state has been considerably reduced. Ms. Dadd provided the following highlights of the library's budget request : 1.The AFSCME contract provides for raises for all employee categories. Staff librarians will also be getting the second phase of the 2-step upgrade (increase to grade 14 in FY17, grade 16 in FY18) ; 2. Electricity - all National Grid credits have been used up, so a significant increase in the electricity line item will be needed ; 3. Because of extensive repairs to the HVAC system (over $18,000 thus far this fiscal year), two library budget line items have already been depleted for this fiscal year (licenses/warranties and equipment maintenance), so a larger amount is being requested for FY18 ; 4. Board members had previously encouraged Ms. Dadd to add funds to the program line item. There is an increase of $1200 ($400 additional for children's, teen and adult) for a total request of $6,000; 5. An increase was made to the "purchase books" line item to cover the cost of e-book increases and a digital magazine service.

**Library Service to Poor/Homeless**

Ms. Dadd distributed copies of the American Library Association's policy on service to the poor/homeless. This has been a topic of conversation in the city of late.

**Zinio**

Ms. Dadd said that, following up on an objective that has been in the library's strategic plan, they will be subscribing to an online magazine service called Zinio. The Library Value Collection is a digital collection of 60 popular magazines at a cost of $2,500/year. The subscription includes: unlimited copies of every issue, no limits ; one year of back issues; simultaneous multi-access ; permanent checkouts (stream or download to any device) ; monthly usage reports. She said that the service will be launched in March or April.

**FOL Book Sale**

The Friends of the Library Kids' Book Sale and Magic Show will take place on Saturday, February18th (first day of school vacation). A performer from Theater in the Open will do the show. Books will be offered for 50 cents each. The Great Old Book Sale will take place March 16-18, with the FOL member preview on Wednesday, March 15th. Donations will be accepted beginning Saturday, March 11th. The Friends have agreed to set up an account with Thrift Books for potential sale of some of the library's weeded items (prior to the sale). They also have a program in which they pick up and sell leftover book sale items, but Friends won't do this until the next sale, as they have made their usual arrangement with Discover Books to take the leftovers for this sale.

**Books in Bloom - Early Closing**

Ms. Dadd told the Board that plans are well underway for this year's Books in Bloom event, to be held on April 8th. The planning committee has asked the Board to approve, as it did last year, a 4PM closing on that day to allow sufficient time for set-up. The consensus was to approve the early closing.

**Other**

Ms. Dadd distributed the following : a. Information on American Library Association awards given to Congressman John Lewis b. Praise for staff c. Comments about recent library programs d. Institution for Savings bank account tax statements

**February Calendar**

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

# Adjournment

The meeting was adjourned at 5:49 PM on a motion by Ms. Dowd; seconded by Ms. Holden. The next meeting will be held on March 1, 2017 at 5:15PM.

Respectfully submitted,

Cynthia Dadd

Recording Secretary