Newburyport Public Library

**Board of Directors – Regular Meeting**

**March 1, 2017**

# Call to Order

The meeting was called to order at 5:20 PM by Elizabeth Valeriani. Attending, in addition to Ms. Valeriani, were Kathy Carey, James Connolly, Marcia Edson, Gary Gorski, Steve Moore, Sarah Holden, and Sarah Spalding. Also attending was Head Librarian/Recording Secretary Cynthia Dadd. Monica Blondin, Barbara Dowd, Thomas O'Brien, and Mayor Holaday were absent.

**Old Business:**

**Approval of Minutes**

The minutes of the February 1, 2017 meeting were corrected to indicate that Ms. Valeriani did not attend the meeting. The amended minutes were approved on a motion by Ms. Spalding ; seconded by Mr. Moore.

**Personnel Update**

Ms. Dadd updated the board regarding personnel. Erin Tuomi, recently hired as Staff Librarian for reference and adult programming, decided that the job was not a good fit for her, so she returned to work at the Newbury Town Library. Her last day of work was February 28. Sally Rubinstein, currently working at the Brookline Public Library, has been hired to fill this new vacancy and will begin work on March 20. Elise Jansson, formerly a library page and now a freelance animator, has been hired to fill the part- time Library Technician vacancy created by Justin Liberti's relocation to New York. Abby Payeur has been hired as a Staff Librarian to fill the part- time vacancy created by Sharon Spieldenner's promotion to Senior Librarian and she will begin work on March 6. Part- time Library Technician Rebecca Boudreau has given notice to take a full time job at the Topsfield Public Library. Anna McGrath has been medically cleared to work her regular 20 hours/week schedule.

**Policy Review**

Ms. Dadd told the Board that there was no policy to review.

**FY18 Budget**

Ms. Dadd told the Board that she had a budget meeting with the Mayor a couple of weeks ago and that the budget was approved as submitted. Board members received copies of the budget request. Ms. Dadd had also submitted capital budget requests for carpet replacement (FY18- Children's Room and Archival Center ; FY19 - 2nd and 3rd floor stack areas.) The Mayor was not certain about how much funding will be available for capital projects this year. State aid to the city is expected to decline by 6.5 %. If asked to prioritize the requests, Ms. Dadd said that she would choose carpet for the Children's Room. Budget hearings with the City Council will take place in late May/early June.

**Furniture Replacement Project**

Ms. Dadd told the Board that she had signed a contract with Sharon Currier to work on space design and procurement of furniture and window treatments for the Reading Room. Financial commitments from the Friends of the Library ($10,000) and a library trust fund ($5,000) have been obtained. During this phase of the project, new furniture will be purchased for the Reading Room and some lesser -worn pieces will be redeployed in the upstairs tower areas. Ms. Currier has been in contact with furniture vendors specializing in durable furniture/fabrics. Ms. Dadd and Giselle Stevens are scheduled to meet with her to review samples on Tuesday, March 14.

**MVLC ILS Migration**

Ms. Dadd reminded the Board that the Merrimack Valley Library Consortium will be migrating to a propriety integrated library services platform, Symphony from SirsiDynix. This will replace the current open source product, Evergreen. The computer system will be down May 15-17 for the cutover and staff will be using an offline circulation system to record checkouts. Only patrons with library cards will be able to check out materials during this time. No materials will be checked in until the Symphony "go-live" date, Thursday, May 18. Staff will be attending various training sessions for the new system and the April 25 staff meeting will be dedicated to training/hands-on practice. The library will open at 1PM that day.

**Friends of the Library Book Sale**

The fall book sale will take place March 16-18, with the FOL member preview on the evening of Wednesday, March 15. Donations of books for the sale will be accepted beginning Saturday, March 11. 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. Thrift Books has a program in which they pick up and sell leftover book sale items. The decision was made to hold off on trying this until after the March sale. Discover Books is already prepared to take the sale leftovers for this sale.

**Kids Book Sale and Magic Show**

The FOL Kids 'Book Sale and Magic Show took place on Saturday, February18th (first day of school vacation). There was some negative feedback about the brevity of the show and the fact that it was not really a traditional magic show. Ms. Dadd said that the issue had been discussed at the recent Friends of the Library Board meeting and it was decided that better expectations need to be set next year. There were lots of buyers at the book sale and the Friends made a few hundred dollars.

**Books in Bloom**

Tickets are now available at the circulation desk - $25 per person. Food will be provided by Loretta and music by students from Governors' Academy. Raffles and a silent auction will be taking place. The library will close at 4PM on March 8 to allow sufficient time for setup.

**New Business:**

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

In February, there were 226 entries in the guessing game and 22 entries in the Checklist Challenge (the latest game, in which kids complete a checklist of different types of books for the chance to win a prize). Staff also answered 496 reference questions, and 35 people took advantage of the ABC Mouse subscription (up from 21 last month). Three Terrific Twos story times had 83 attendees, three 3-5s story times had 63 attendees, and three Library Babies had 88 attendees. Three of the Wonderful Ones story times were cancelled because of snow, but the remaining three had 42 attendees. The flower crown craft had 16 participants, Cookies and Coloring had 10 participants, and STEM Structures had 15 participants. During school vacation week, kids painted rainbow rocks (40 attendees), made fairy houses (32 attendees), and wrote letters to members of the armed forces (5 attendees). There was also a craft for National Take Your Child to the Library Day, which had 26 participants. These programs totaled 420 attendees for the month! Lots of fun activities are planned for March, including story times, a Wikki Stix craft, and a program during which participants will write postcards to hospital patients.

**Teens Programming Stats (January-present):**

Total Number of Programs: 5

Total Number of Attendees: 24

**Upcoming Programs:**
Teen Early Release Movie
Will It Waffle?
Mug Cakes
Make & Take: Wrapped Headphones
Mario Kart Tournament
**Ongoing Monthly Programs:**
Teen Food Fridays
Dumbledore’s Army

\*Art Club has been nixed for now due to lack of attendance. This program may start up again in the summer.

**Adult Programs:**

Novel Ideas: NPL’s Fiction Book Club for Adults

 March 8 *- Neverhome*

Just the Facts Book Club: Nonfiction for Adults

March 28 - *The Fix: How Nations Survive and Thrive*

Movie matinees: (Wednesday afternoons) **–** *Hail Caesar!, Cafe Society, Sully, The Big Wedding*

**Other special programs:**

March 2 - Early Release Day Movie *Dr. Strange;* March 4 - Powow River Poets Reading Series; March 5 - History Lecture Series : Newbury Chipman Mine; March 6 - Dumbledore's Army: Butterbeer; March 6 - Book Bites Cookbook Group; March 9 - Senior Coffee Hour; March 20 - Adult Craft Night : book page bookmarks; March 23 - Decluttering Your Home; March 24 - Teen Food Fridays; March 27 - Teen Advisory Board Meeting; March 29 - Striped bass Fishing the North Shore; March 31 - Mug Cakes (teen).

**January/February Statistics**

Ms. Dadd distributed February computer use and museum pass statistics and January circulation statistics. February circulation statistics will be provided at the April meeting.

January 2017 circulation was up slightly from January 2016 with two more open hours. Children's circulation continued to go up, surpassing January 2016 figures in almost all categories. Other than Overdrive audio and e-book circulation, adult circulation was down slightly.

**Trustees e-mail ListServ**

Ms. Dadd brought to the attention of the Board members an information sharing ListServ, created by the Massachusetts Board of Library Commissioners.

https://mblc.state.ma.us/sympa/info/trustees

**Newburyport Literary Festival**

Ms. Dadd reminded the Board that this annual event is fast approaching, to be held April 28 and 29. The honoree this year is popular children's book author Jeff Kinney, who will be in conversation with Lucia Green on Friday evening at the Old South Church. As usual, the library will host the children's and teen authors on Saturday.

**Zinio**

Ms. Dadd said that, following up on an objective that has been in the strategic plan, the library 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 with no limits, one year of back issues, simultaneous multi-access , permanent checkouts (stream or download to any device) , and monthly usage reports. She said that the service will be launched in March or April.

**Other**

Ms. Dadd suggested that the Board send sympathy cards to former Board member Joseph Donnelly on the death of his wife and to the Lavender family on the passing of Al Lavender, a long- time member of the Friends of the Library Board of Directors and a founder of the Friends' Great Old Book Sale.

**March Calendar**

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

# Adjournment

The meeting was adjourned at 5:53 PM on a motion by Mr. Connolly; seconded by Mr. Moore. The next meeting will be held on April 12, 2017 at 5:15PM.

 Respectfully submitted,

 Cynthia Dadd, Recording Secretary