Newburyport Public Library

**Board of Directors – Regular Meeting**

**April 12, 2017**

# Call to Order

The meeting was called to order at 5:17 PM by Elizabeth Valeriani. Attending, in addition to Ms. Valeriani, were Kathy Carey, James Connolly, Gary Gorski, Sarah Holden, Steve Moore, and Sarah Spalding. Also attending was Head Librarian/Recording Secretary Cynthia Dadd. Monica Blondin, Barbara Dowd, Marcia Edson, Thomas O'Brien, and Mayor Holaday were absent.

**Old Business:**

**Approval of Minutes**

The date of Books in Bloom was corrected in the March 1, 2017 minutes (April 8 rather than March 8).The amended minutes were approved on a motion by Ms. Spalding ; seconded by Mr. Moore.

**Personnel Update**

Ms. Dadd reported that three new permanent staff members have begun work. Abby Payeur is a new part- time staff librarian. She most recently worked at Ebsco. Sally Rubinstein is a new full-time staff librarian in charge of adult programming. She comes to Newburyport from the Brookline Public Library. Jennifer wood is a new part-time library technician working in the children's and circulation departments. Jennifer is a long-time Newburyport resident, working most recently as a pharmacy technician at CVS. Ms. Dadd reminded the Board that all three student pages are set to graduate and go on to college. Staff has begun interviews for the page positions.

**Policy Review**

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

**Furniture Replacement Project**

Ms. Dadd and Giselle Stevens have worked with Sharon Currier to select sofas and chairs as well as fabric. The chairs at the Reading Room table next to the newspaper rack will be reupholstered. The three held a meeting on April 12 to review the firm costs. The order is ready to be placed and Ms. Currier believes that it will take 7-8 weeks to receive the furniture.

**MVLC ILS Migration - early closing**

Ms. Dadd reminded the Board that the Merrimack Valley Library Consortium will be migrating to a new computer system in mid-May. During the migration period, May 15-17, no returned materials can be checked in. Returned materials will be held in the Program Room until May 18, when the new system, Symphony, will go live. Patrons will need a library card to check out materials or pick up museum passes during the migration period. Staff will be using on offline circulation module during this time. On the evening of May 17, all of the offline circulation transactions will need to be uploaded. Also, software will need to be loaded on each workstation. To make certain that this preparation work is done in a timely way, Ms. Dadd asked the Board to approve closing the library at 5PM on Wednesday, May 17. The consensus was to approve the early closing.

**Friends of the Library Book Sale**

Ms. Dadd told the Board that the Friends of the Library spring book sale was successful, with net proceeds of $8,300, despite the fact that one donation/sorting day was lost to a snow closing. Many volunteers assisted with the sale, but the sale managers would like to have more FOL Board involvement for working at the cashier table. Discover Books did not arrive until after 6PM to pick up the sale leftovers. The book sale committee will set up an account with Thrift Books for the sale of small quantities of books throughout the year and perhaps for pickup of sale leftovers after the fall sale.

**Books in Bloom**

Ms. Dadd reported that more than two-hundred and twenty-five people attended the 6th annual Books in Bloom fundraiser. Attendees were able to view thirty-seven unique floral arrangement/book combinations. For the first time, two arrangements were located in the archival center, which brought many visitors into the center. Newburyport High School community service volunteers passed the delicious appetizers that were provided by Loretta. Music was provided by the Governors' Academy jazz ensemble. Raffles and a silent auction rounded out a festive event. As is customary, proceeds from the fundraiser will be divided between the Newburyport Horticultural Society and the Friends of the Library.

**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. On Saturday, the library will host children's authors Toni Buzzeo, Rob Buyea, Melissa Sweet, and Theo Heras and adult authors Brunonia Barry and Caroline Leavitt.

**New Business:**

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

Allison Driscoll provided a report of children's programming: In March, there were 265 entries in the guessing game and staff answered 680 reference questions. Three programs were cancelled because of snow, but the remaining 26 programs had 671 attendees. Four two-year-olds story times had 122 attendees, five preschool story times had 105 attendees, and five babies story times had 135 attendees.  Staff offered ten one-year-olds story times, with 243 attendees. A Cookies & Coloring session had 33 attendees, STEM Structures had 10, and Wikki Stix artwork had 23. There are many activities planned for April, such as story times and jewelry making, as well as an exciting lineup of vacation week activities, including a visit with exotic animals and a story time with a live hen..

Emely MacIntosh provided information on teen programming: Teens Programming Statistics : Programs - 8 ; Attendance - 89 ; Teen Volunteers - 8 ; Volunteer Hours - 23. Two classes (28 students) from River Valley Charter School came to tour the teen space and get an overview of the online resources. Forty-one teens participated in the candy guessing contest. Upcoming programs include CD Scratch Art, Teen Hangout on Early Release Day, Will it Waffle Program, Dumbledore's Army (Monster Book of Monsters), Teen Make & Take (wrapped headphones), Teen Food Fridays (potato chips).

**Adult Programs:**

Novel Ideas: NPL’s Fiction Book Club for Adults

April 12 - *Gentlemen in Moscow*

Just the Facts Book Club: Nonfiction for Adults

April 25 - *The Dressmaker of Khair Khana*

Movie matinees: (Wednesday afternoons) **–** *Moonlight, Hacksaw Ridge, Mr. Church, Arrival*

**Other special programs:**

April 3 - CD scratch art (teen) ; April 3 - Book Bites (cookbook book group) ; April 6 - Teen Hangout (school early release day) ; April 10 - Teen Advisory Board meeting ; April 12 - Starting and growing your business in Newburyport ; April 14 - Will it waffle? (teen) ; April 21 - Teen food Fridays ; April 24 - *Wicked Pissed : New England's Most Famous Feuds* (Ted Reinstein) ; April 28 - Teen Make & Take: wrapped headphones.

**February/March Statistics**

Ms. Dadd noted good news regarding circulation. Statistics show that circulation was down fewer than 2,000 transactions over February 2016, even though the library was open 24.5 fewer hours this February. Circulation of most categories was down slightly except for teen books, Overdrive audio and e-books, children's CDs and museum passes. The news was even better for March. Circulation for March 2017 was up over March 2016, even though the library was open 10 fewer hours this year. Decreases were in adult books, teen books, DVDs, and children's magazines. All other categories had increases, including a significant (2,083) increase in children's books, Overdrive, children's DVDs, magazines, CDs (adult and children's), museum passes and non-resident circulation.

**Library Funding/Federal Budget**

The Board discussed the potential impact of the president's proposed "skinny budget". It includes the elimination of the Institute for Museum and Library Services (IMLS), the funding agency for most of the state grants administered by the Massachusetts Board of Library Commissioners. The library's current Town-wide Preservation Assessment Grant is one example. Ms. Dadd provided the Board members with an advocacy "toolkit" created by the Massachusetts Library Association, including names/contact information for government officials. She urged them to contact local and United States legislators to advocate for necessary library funding. Senator Kathleen O'Connor Ives is the chair of the Massachusetts Library Legislative Caucus and recently received an award for her work from the Massachusetts Library Association.

**Other**

Ms. Dadd brought to the attention of the Board a recent letter to the editor wherein the writer talks about what a lifeline the Newburyport Public Library has been for her. Ms. Dadd also said that her budget hearing with the City Council has been set for Tuesday, May 16. Zinio, the library's new digital magazine service, has been launched and can be accessed through the "online resources" link on the library's web page. Ms. Dadd distributed an article regarding the special collections at the Boston Public Library as well as one regarding possible regulation of service animals.

**April Calendar**

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

# Adjournment

The meeting was adjourned at 6:02 PM on a motion by Ms. Carey; seconded by Ms. Holden. The next meeting will be held on May 3, 2017 at 5:15PM.

Respectfully submitted,

Cynthia Dadd,

Recording Secretary