Newburyport Public Library

**Board of Directors – Regular Meeting**

**September 6, 2017**

# Call to Order

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

**Old Business:**

**Approval of Minutes**

The minutes of the June 8, 2017 meeting were approved as amended on a motion by Ms. Spalding; seconded by Ms. Blondin.

**Personnel Update**

Ms. Dadd told the Board that two new pages, Allison Bartlett and Camden Johnson, have begun work.

**Budget**

Ms Dadd told the Board that the City Council approved the entire municipal budget without a question or a reduction.

**Policy Review**

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

**Furniture Replacement Project**

Ms. Dadd told the Board that there has been positive feedback on the new Reading Room furniture. New sheer drapes and upgraded curtain rods and a table lamp have been added. Sharon Currier is looking for mantle accessories and arrangements for the fireplace hearths. Ms. Dadd told the Board that she prepared a long-range furniture replacement plan, with Ms. Currier supplying cost estimates. At the last meeting of the Friends of the Library (FOL) Board of Directors, the group pledged an additional $10,000 in funding for phase two of the furniture replacement project. New office chairs have been ordered for study carrels, the study rooms, and conference room.

**Symphony Update**

Ms. Dadd updated the Board about the new integrated library system, Symphony. Staff is still acclimating to the system, which is quite different from the previous open-source system, Evergreen. Staff have been attending workshops at the Merrimack Valley Library Consortium (MLV) central site on various aspects of the software. Within the next year, upgraded "BlueCloud" versions of the software components will be available.

**Preservation Assessment Grant**

Elena Cordova, the preservation consultant contracted by the Massachusetts Board of Library Commissioners (MBLC), has told Ms. Dadd and Sharon Spieldenner that she plans to send her report of recommendations on or about September 1. The report will be used to create a five-year preservation plan. Each of the grant's partner organizations will also receive a report of recommendations.

**Summer Reading Program Re-cap**

Ms. Dadd reported that it was a wonderful, busy, summer at the NPL, with lots of people of all ages participating in reading programs. One-thousand, ninety-two (1,092) children were actively reading this summer, as were one-hundred and forty-one (141) teens and fifty-three(53) adults. Chococoa Bakery was a generous partner, awarding free Whoopies to program participants. The programs kicked off with a repeat of inter-generational mini-golf in the library. Adults, teens and children were also offered a full range of programming opportunities throughout the summer.

**New Business:**

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

Allison Driscoll provided a report of activities in the Children's Room this summer. The most popular programs were the dog-adoption event (283 attendees), mini- golf (143 attendees), and Kids' Day in the Park, where librarians read to 135 attendees. The Summer Babies series was very popular. There were 13 sessions, with over 290 attendees. At the other 12 open- play sessions, there were 220 attendees. Staff hosted nine craft and science programs with 194 attendees and showed nine movies with 52 attendees. Other highlights included visits from Creature Teachers (60 attendees) and Jungle Jim (36 attendees), a daycare visit with 20 students, and a Mo Willems' Pigeon Party with 35 attendees. Two children's librarians attended a two-day workshop this summer on presenting yoga to children. This fall, they will be offering yoga programs for two age groups (4-7 and 7-10), with breathwork, poses, stories and mindful relaxation.

**Adult Programs:**

Novel Ideas: NPL’s Fiction Book Club for Adults

September 14 - *The Wonder*

Just the Facts Book Club: Nonfiction for Adults

September 26 - *When Breath Becomes Air*

Movie matinees: (Wednesday afternoons) **–** *The Family Fang, The Accountant, LaLa Land,* and *A Dog's Purpose*

**Other special programs:**

September 8 - Pop Culture Bingo (teen) ; September 11 - Book Bites : Small Victories ; September 12 - Teen Game Day ; September 14 - Friends of the Library Annual Meeting and Speaker, Ghlee Woodworth ; September 16 - Powow River Poets Reading Series ; September 18 - Dumbledore's Army: Monster book of Monsters (teen) ; September 18 - Adult Craft Night: Felt Rose Pins ; September 19 - Rivals Unto Death: Alexander Hamilton & Aaron Burr ; September 22 - Teen Early Release Day Movie: *Guardians of the Galaxy* ; September 25 - Teen Advisory Board Meeting ; September 26 - Soap Making Demonstration ; September 29 - Teen Food Fridays.

**Food Donations at Programs**

A potential program presenter asked permission to collect items for a food pantry, in lieu of his honorarium. The Board discussed this and gave its approval.

**May-August Statistics**

Lynn Marks provided circulation statistics for May-August. Giselle Stevens provided computer- use statistics. Circulation has remained relatively stable compared to the same four months during the previous year. The following trends were noted: children's books, downloadable audio and e-books had circulation increases. Adult books, DVDs, and non-resident circulations continue to decrease. Circulation of other items, such as magazines and children's CDs, vary month-to-month.

**State Reports**

Ms. Dadd reported that the Annual Report Information Survey (ARIS) and state aid and financial reports have been completed and submitted to the Massachusetts Board of Library Commissioners (MBLC). Ms. Dadd made copies available for review.

**Violent Intruder Training**

Ms. Dadd told the Board that several months ago, the Mayor and Marshall Mark Murray discussed offering this training to city employees and Ms. Dadd requested that the library serve as one of the venues. In light of recent murders at the Clovis Library in New Mexico, Ms. Dadd reminded the Mayor and Marshall of the importance of this training. The city's insurer, MIIA, may offer such a training session, and there are private companies that do that as well. Marshall Murray will follow up with Ms. Dadd about arranging/scheduling such a program.

**Artwork Donation Offer**

Ms. Dadd presented to the Board an offer from a patron to donate a print of a landscape painted by a relative. The Board discussed the offer, but decided that, absent an established program for receipt of artwork and /or a local connection to the artist or the giver, to decline the offer. Ms. Dadd will notify the potential donor.

**Staff Praise**

There were many instances this summer in which members of the public offered praise for the work and assistance of various members of the staff. Ms. Dadd mentioned some specific instances, such as : compliments for Anna who conducts the babies program, accolades from a father to the Children's Room staff for helping to develop his daughter's love of reading, appreciation for Becca, who went above and beyond to assist a program presenter, gratitude for Sally and Emely of the reference staff, for help with use of the public computers, and a letter to the editor of the *Daily News* praising Mary for her work in reserving meeting space for a non-profit group. Ms. Dadd reiterated how proud she is of all of the library staff.

**Other**

a.Mr. Moore asked whether it would be possible to install a bicycle rack in front of the building. There is a rack located on Prince Place around the corner from the library, but many patrons choose to lock their bikes to the front fence. Ms. Dadd said that there had been prior discussion with the Department of Public Services about their locating a rack in the Harris Street public parking lot, but that did not come to fruition. Ms. Dadd questioned whether there is room in front of the building for a rack, but said that she would investigate a possible location in the spring. b. The Board discussed a recent Boston Globe article, noted by Ms. Spalding, regarding a "no trespass" order issued by the Bridgewater Public Library to a man with autism. c. Ms. Dadd said that the benches in front of the library had been re-built, with a memorial donation from the family of deceased staff member Jean O'Malley. A plaque and floral planters were added to the area. d. Ms. Dadd said that cost estimates are being obtained to replace damaged/missing flooring in the Archival Center compact storage area and a basement hallway. e. Ms. Dadd said that she had been invited to be a guest of Win Damon on WJOP radio on Thursday, September 14.

**September Calendar**

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

# Adjournment

The meeting was adjourned at 6:09PM on a motion by Mr. Moore; seconded by Ms. Carey. The next meeting will be held on Wednesday, October 4, at 5:15PM.

Respectfully submitted,

Cynthia Dadd

Recording Secretary