Newburyport Public Library

**Board of Directors – Regular Meeting**

**March 14, 2018**

# 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, Marcia Edson, Steve Moore, and Sarah Spalding. Also attending was Head Librarian/Recording Secretary Cynthia Dadd. Monica Blondin, Barbara Dowd, Gary Gorski, Sarah Holden, Barry Connell and Mayor Holaday were absent.

**Head Librarian Retirement Announcement**

Ms. Dadd told the Board that, with mixed emotions, she has decided to retire at the end of July/beginning of August. Members discussed the previous hiring process and the formation of a job search committee. Ms. Dadd requested that members consider serving on the committee. Ms. Dadd will solicit other committee members from among the Friends of the Library (FOL) Board, the staff, and the public. A proposed hiring timeline was approved on a motion by Ms. Spalding; seconded by Mr. Moore.

**Old Business:**

**Approval of Minutes**

The minutes of the January 3, 2018 meeting were approved, with corrections, on a motion by Mr. Moore; seconded by Mr. Connolly. The Board did not meet in February.

**Policy Review**

Ms. Dadd told the Board that she has determined that additional work needs to be done on the draft of the Programming Policy that was distributed at the January meeting, so she is not asking for a vote on the revision at this time. A newly created Social Media policy was distributed for review. A vote will be taken to approve this policy at the April meeting.

**FY19 Budget/Capital Budget**

Ms. Dadd said that the Mayor approved the library budget submission. The request includes a raise for the Assistant Head Librarian position, an increase in the programming budget and small increases in the materials and building maintenance line items. It does not include contractual raises for American Federation of State, County and Municipal Employees (AFSCME) members, since the new contract is still under negotiation. As for capital requests, the Mayor said that it was her intention to fund the roof repairs, but she cannot provide funding for other projects. Carpet replacements could potentially be funded with trust funds.

**LSTA Grant**

Ms. Dadd told the Board that the draft proposal for Library Services and Technology Act (LSTA) grant funds was submitted to the Massachusetts Board of Library Commissioners (MBLC) in advance of the February 22 deadline. Gregor Trinkaus-Randall, the preservation specialist at the MBLC, read the draft and returned it with comments. He advised the library to request $30,000, the grant limit, if it can be used. The original request was for $25,000. His only other comment was to provide specifics regarding tasks that volunteers will be undertaking. With these recommendations in mind, Sharon Spieldenner will revise the grant application for re-submission prior to the April 10 deadline.

**Bicycle Racks**

Ms. Dadd said that she met with Mr. Gorski, Rick Tainter and Juliet Walker on January 12 to discuss ideas for bike racks to be added to the front of the library property, most likely on the grassy area next to the ramp. Discussion centered on needed space and potential funding sources. The participants agreed to take measurement and investigate grant funding possibilities. The group will meet again after this information gathering has taken place.

**New Business:**

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

**Teen Stats**

Total number of programs**:** 3

Total number of attendees**:** 8

Scavenger Hunt Participants: 9

Guessing Jar Participants: 22

**Upcoming Programs:**

Dumbledore’s Army: Trivia & Butterbear

Rainbow Club

Teen Crafternoon

Pi(e) Day Party

DIY Shamrock Slime

**Children's Department:**

In February, the Children's Room staff answered 502 reference questions and received 206 entries in the guessing game. Staff hosted 24 programs with 438 attendees. They held three Terrific Twos story times with 77 attendees; three 3 to 5s classes with 18 attendees; and three Library Babies classes with 62 attendees.  There were six Wonderful Ones classes with a total of 103 attendees. Regular Tuesday afternoon programs were successful. Cookies & Coloring had 36 attendees, a Valentine's Day craft had 23and STEM Structures had 11. Staff provided special programming for February school vacation. Forty-four people attended the showing of *Coco* and the new glow sticks program, Glow Zone, garnered 52 attendees. Due to its popularity, Glow Zone has been added to the regular Tuesday afternoon rotation. The last vacation program, Dice Drawing, drew only three people, but that is probably attributable to the 70 degree weather that day. In March staff will continue the story time schedule and Tuesday afternoon drop-ins and begin the long planning process for the Summer Reading Program.

**Adult Programs:**

Novel Ideas: NPL’s Fiction Book Club for Adults - March 8 -*Leaving Lucy Pear*

Just the Facts Book Club: Nonfiction for Adults - March 27 - *Between You and Me*

Movie matinees: (Wednesday afternoons) **–** *Marshall, Stronger, Loving Vincent*

**Other Special Programs -** March 3 - Powow River Poets Reading Series ; March 4 - Local History Lecture Series (The Halifax Collision) ; March 5 - Book Bites Cookbook Group: What's for Dinner by Curtis Stone ; March 6 - Short Skirts, Oh My! :The Evolution of the Women's Movement ; March 14 - Pi(e) Day Party (teen) ; March 14-17 - Friends of the Library Great Old Book Sale ; March 16 - DIY Shamrock Slime (teen) ; March 19 - Adult Craft Night (paracord keychains) ; March 20 - Dating Houses in Essex County ; March 29 - Teen Rainbow Club ; March 30 - Teen Crafternoon

Ongoing: Knitters in a Bookstack, Thursday Tech Time, Friday Morning Tai Chi

**January/February Statistics**

A comparison of the circulation statistics from February 2018 to February 2017 showed that the library was open a few more hours this year and that is reflected in the increased attendance. There were also circulation increases in the following areas: children's books, Overdrive downloadable audio and ebooks, children's magazines, children's CDs and museum pass usage. Despite the hours increase, there were decreases in: total circulation, adult books, teen books, DVDs and children's DVDs, magazines and adult CDs. A decrease in non-resident circulation of 834 was larger than the total circulation decrease (663), so it is clear that waning non-resident activity continues to have a negative effect on circulation.

**Newspaper Digitization**

Ms. Dadd reported that the Friends of the Library have generously voted to allocate funding for phase 3of the newspaper digitization project, which will include newspapers up to the year 1955. The microfilm has already been sent to the vendor to begin the process.

**Request for Early Closing: Books in Bloom**

Ms. Dadd requested permission to close the library at 4:00PM on Saturday, April 7, to provide ample setup time for the Books in Bloom event. This was approved on a motion by Mr. Connolly; seconded by Mr. Moore.

**Kids Book Sale and Magic Show**

Ms. Dadd reported that this event, held on February 17, was a great success. Pete Carroll and his assistant, Fluffy the Bunny, entertained all ages in a packed room. Many books were sold at the subsequent sale.

**Great Old Book Sale**

Ms. Dadd reminded the Board that donations for the upcoming sale began last Saturday, March 10, and continued through Tuesday, March 13. The Friends of the Library (FOL) member preview sale is being held this evening and the general sale runs Thursday, March 15 through Saturday, March 17.

**March Calendar**

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

**Other**

Status of Projects - Ms. Dadd said that she had been in touch with the Electronic Security Group about scheduling the installation of the upgraded DVR and a fisheye camera for the Directors' Room. She has also contacted Mark MacDonald, the mason, who said that he would be able to work on the front stair project in one-two weeks. Staff is currently reviewing carpeting color choices for the Children's Room.

**Adjournment**

The meeting was adjourned at 6:05PM on a motion by Mr. Moore; seconded by Mr. Connolly. The next meeting will be held on Wednesday, April 4, 2018, at 5:15PM.

Respectfully submitted,

Cynthia Dadd

Recording Secretary