Newburyport Public Library

**Board of Directors – Regular Meeting**

**April 4, 2018**

# Call to Order

The meeting was called to order at 5:16 PM by Elizabeth Valeriani. Attending, in addition to Ms. Valeriani, were Kathy Carey, Marcia Edson, Gary Gorski, Sarah Holden, Steve Moore, and Sarah Spalding. Also attending was Head Librarian/Recording Secretary Cynthia Dadd. Monica Blondin, James Connolly, Barbara Dowd, Barry Connell and Mayor Holaday were absent.

**Old Business:**

**Approval of Minutes**

The minutes of the March 14, 2018 meeting were approved, with corrections, on a motion by Ms. Edson; seconded by Ms. Holden.

**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. The Board reviewed the newly created social media policy. It was approved on a motion by Mr. Moore; seconded by Ms. Holden. Ms. Dadd distributed copies of the updated/revised internet and computer use policy, for review and a vote at the May meeting.

**LSTA Grant**

Ms. Dadd told the Board that Sharon Spieldenner has reworked the Library Services and Technology Act (LSTA) draft grant application to request a larger amount of money ($30,000) and to incorporate recommendations of the Massachusetts Board of Library Commissioners (MBLC) grant consultant. The final application will include letters of support/commitment and will be submitted in advance of the April 10 deadline.

**Great Old Book Sale**

Ms. Dadd reported on the results of the Friends of the Library March book sale. Despite losing one sorting day to snow and a smaller than usual turnout at the member preview sale, the sale still netted more than $8,000, slightly less than typical for a March sale. During the book sale re-cap meeting, a suggestion was made to schedule the next spring sale one or two weeks later in the month. Ms. Dadd said that this would be possible, as long as the dates do not interfere with an Easter Sunday closing.

**Books in Bloom**

Ms. Dadd reminded the Board members that the Books in Bloom event is this coming Saturday, April 7, 6:30-9PM. Tickets will be available at the door. The evening will include 38 floral arrangements interpreting books. There will also be live music, food, raffles, and silent auction items. As voted at the previous meeting, the library will close at 4:00PM to allow sufficient time for setup.

**New Business:**

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

**Teen Stats**

Total number of programs**:** 5

Total number of attendees**:** 15

School visit from the River Valley Charter School included 2 classes and 31 students. Teen Librarian Emely MacIntosh gave them a tour of the teen space and non-fiction areas, and showed them how to use the catalog and databases for an upcoming research project.

**April Programs:**

Dumbledore’s Army: Mini-trunks

Rainbow Club

Pop Culture Bingo

Peeps Catapults

Teen Food Fridays: Store-brand versus name-brand taste-off

**Children's Department:**

In March, the Children's Room staff answered 417 reference questions and received 273 entries in the guessing game. They hosted 20 programs with 378 attendees. Staff offered three Terrific Twos story times with 68 attendees and three 3 to 5 classes with 26 attendees. The four Library Babies sessions had 62 attendees and the six Wonderful Ones had a total of 134 attendees. The four Library Babies sessions had 62 attendees, and the six Wonderful Ones sessions had a total of 134 attendees. The usual Tuesday afternoon programs were successful. Cookies & Coloring had 20 attendees, Postcards to Patients had 12 attendees, and Glow Zone had 36. In April staff will hold the Tuesday afternoon drop-in programs, the last few sessions of story time until the fall, and some special school- vacation week events, including Candy Bingo and Craft Buffet. Staff will also begin visiting local classrooms to start getting children excited about the library and the summer reading program.

**Adult Programs:**

Novel Ideas: NPL’s Fiction Book Club for Adults - April 12 - *Exit West*

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

Movie matinees: (Wednesday afternoons) **–** *Dunkirk, Darkest Hour, Lady Bird, Phantom Thread.*

**Other Special Programs -** April 2 - Book Bites Cookbook Group (Genius Recipes by Food52) ; April 3 - What is My Antique Worth? (appraisal program) ; April 5 - Peep Catapults (teen) ; April 7 - Books in Bloom ; April 10 - Pop Culture Bingo (teen) ; April 10 - Just Be Yoga and Wellness ; April 13 - Teen Food Fridays ; April 19 - Tiny World Terrariums (teen) ; April 23 - Dumbledore's Army (mini-travel trunks) ; April 24 - Calligraphy Workshop ; April 26 - Teen Rainbow Club ; April 27/28 - Newburyport Literary Festival. Ongoing : Knitters in a Bookstack, Thursday Tech Time, Friday Morning Tai Chi

**March Statistics**

In comparing statistics from this March to March 2017, the library was open 24 fewer hours this year due to snow and a lack of electricity. This accounted for fewer visitors (-1,907) and a decrease in total circulation (-2,586) that were close to typical for two full days, so statistics were actually pretty stable. Non-resident circulation was down as well (-1,097), effecting the total circulation. Despite the reduction in open hours, there were still increases in the categories of teen books, Overdrive downloadable audio and e-books, children's magazines, and museum passes. The self-check stations at the circulation desk and in the children's room were used more frequently this year than last March. Computer use statistics were also distributed. Mr. Moore asked if it would be possible to obtain more accurate wi-fi statistics. Ms. Dadd replied that she was unsure, but that she would ask Assistant Head Librarian Giselle Stevens, who is responsible for library technology, about this.

**Newburyport Literary Festival**

Ms. Dadd told the Board members that the Newburyport Literary Festival, with the theme "The Books That Matter Most", will take place on Friday, April 27 and Saturday, April 28. The opening event at the Firehouse Center for the Arts will feature Ann Hood in conversation with Andre Dubus. That will be followed by dinner with the authors at the Masonic Center. Five children's and young adult authors will be presenting at the library on Saturday. Other authors will be speaking at 10 other venues across the city.

**Library Director (Head Librarian) Search**

Ms. Dadd reported that Newburyport Human Resources Director Tracy Maynard has selected members of the search/screening committee. A job posting is being readied for mid-late April and the committee will begin work soon after. Ms. Maynard will coordinate the search process.

**April Calendar**

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

**Other**

1.Status of Projects - Ms. Dadd said that the Electronic Security Group is planning to come this Thursday/Friday to do the installation of the upgraded DVR and the fisheye camera for the Directors' Room. She has also contacted mason Mark MacDonald again regarding the repair of the front stairs. Keith from B&R Glass has taken measurements to provide a price quote for installing the remainder of the glass panels in the third-floor teen space. 2. City Council budget hearings will take place May 21-June 8.

**Adjournment**

The meeting was adjourned at 5:53PM on a motion by Mr. Moore; seconded by Ms. Spalding The next meeting will be held on Wednesday, May 2, 2018, at 5:15PM.

Respectfully submitted,

Cynthia Dadd

Recording Secretary