

**Newburyport Public Library
Board of Directors Meeting
June 6, 2018**

Call to Order

The meeting was called to order at 5:19 PM by Elizabeth Valeriani. Attending, in addition to Ms. Valeriani, were Monica Blondin, Kathy Carey, James Connolly, Barbara Dowd, Marcia Edson, Gary Gorski, Sarah Holden, Steve Moore, and Sarah Spalding. Also attending was Head Librarian/Recording Secretary Cynthia Dadd. Barry Connell and Mayor Holaday were absent.

Old Business:

Approval of Minutes

The minutes of the May 2, 2018 meeting were approved on a motion by Ms. Spalding; seconded by Mr. Moore.

Policy Review

The Board reviewed the revised programming policy. It was approved on a motion by Ms. Carey; seconded by Mr. Moore.

FY19 Budget

Ms. Dadd told the Board that she had been to her budget hearing with the City Council. This year, there were no questions regarding certification/state aid. The final budget hearing, with a vote, will take place on Monday, June 11.

Library Director (Head Librarian) Search

Ms. Dadd told the Board that the search committee met on May 30 to review applications and chose applicants to interview. They met again today to prepare interview questions. Screening interviews will take place on June 12 and June 20. The Board then discussed potential dates to hold interviews with finalist candidates. Two dates were the most

convenient for members of the Board, Tuesday, June 26 and Thursday, June 28. Ms. Dadd will contact the Mayor to see if either/both of these dates will fit in her schedule. The topic of interview questions was brought up. Ms. Edson said that she would look for the questions from the previous hiring process. Committee members said that the library's strategic plan would be shared with the finalist candidates.

Breakfast for Scouting/Community Volunteer Awards

Ms. Dadd was complimentary regarding this program that took place on Thursday, May 17th at the Senior Community Center. Volunteer honorees were: Vick Hendrickson, Ann Ormond and Marge and Skip Motes, the latter two being honored for their volunteer efforts with inventories of the art works, the archival center reading room, and the compact storage area.

Status of Projects

Ms. Dadd updated the Board regarding the status of library projects. The second and third floor tower areas have been painted in anticipation of new carpeting, scheduled to be installed tomorrow. Furniture orders are in process for the 3rd floor tower, with funds from the Friends of the Library. The remaining glass panels have been purchased for the third floor teen space and are awaiting installation. Carpet has been ordered for the Children's Room, Children's Department office, and Circulation Department office. Ms. Dadd mentioned the ongoing challenge of finding a mason to repair the granite front steps. Mr. Moore mentioned someone who is doing work in his neighborhood and said that he would try to speak with him. Mr. Gorski continues to work on the bicycle rack project. Ms. Dadd said that cost estimates would have to be obtained.

New Business:

Children's Room/Teen Loft News/Adult Programs

Teen Stats

Total number of programs: 5

Total number of attendees: 16

Ms. Dadd directed the Board members to a separate schedule of teen summer events.

Children's Department:

In May, the Children's Room staff answered 295 reference questions and received 112 entries in the guessing game. They hosted 13 programs with 244 attendees. The Tuesday afternoon programs were lower in attendance but were enjoyed by the participants. Cookies and Coloring had 8 attendees, DIY Birdfeeders also had 8, Dice Drawing had 12 attendees, and Pipe Cleaner Crowns drew 9 participants. The weekly Open Playtime has become a valuable addition to the schedule for families now that story time sessions have ended for the year. Five Open Playtimes were held, with a total of 124 attendees. Summer Babies has been a big success, with three sessions drawing 82 people. Two exciting programs have been added to the schedule for June. These are a dog adoption event and mini-golf in the library. In response to a previous question from Mr. Moore regarding an open day in the programming schedule, Allison Driscoll said that this was done so that librarians could visit the schools to promote the summer reading program.

Adult Programs:

Novel Ideas: NPL's Fiction Book Club for Adults - June 14 - *House of Names* by Colm Toibin

Just the Facts Book Club: Nonfiction for Adults - June 26 - *For All the Tea in China* by Sarah Rose

Movie matinees: (Wednesday afternoons) – *Life is Beautiful*, *The Shape of Water*, *Molly's Game* and *Three Billboards Outside Ebbing, Missouri*

Other Special Programs - June 1 - DIY Book Bombs (teen) ; June 2 - Powow River Poets Reading Series ; June 4 - Book Bites Cookbook Group: Martha Stewart Appetizers ; June 9 - Mini-golf Summer Reading Program Kickoff (all ages) ; June 11 - Dumbledore's Army: Harry Potter Desserts (teen) ; June 21 - End of School Ice Cream Party (teen) ; June 25 - Canvas Crayon Art (teen) ; June 26 - String Art (teen) ; June 28 - International Film Series - *Son of Saul* ; June 29 - UNO Tournament (teen)
Ongoing - Knitters in a Bookstack, Thursday Tech Time, and Friday Morning Tai Chi

May Statistics

Ms. Dadd told the Board that the statistics from May 2017 are somewhat atypical because this period marked the transition to the new ILS (Integrated Library System). There was no automated system available for a few days so circulation figures are lower than they would have been because of that. Without being able to adjust for these differences, we

do know that the library was open eight fewer hours this May than last, so it is expected that the circulation and attendance would be lower this year. This was true for total circulation (-394), DVDS and children's DVDs, magazines, adult CDs, and museum passes. Increases were noted in: adult books, children's books, Overdrive downloadable audio and e-books, non-resident circulation, children's magazines, and children's CDs.

June Calendar

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

Other

In recognition of Ms. Dadd's upcoming retirement, Board members presented her with their thanks and a generous gift and enjoyed delicious cake.

Adjournment

The meeting was adjourned at 6:09PM on a motion by Ms. Spalding; seconded by Ms. Carey. The Board will not meet in July and August, so the next regularly scheduled meeting will take place on Wednesday, September 5, 2018 at 5:15PM.

Respectfully submitted,

Cynthia Dadd
Recording Secretary