

Newburyport Public Library
Board of Directors – Regular Meeting
September 5, 2018

Present: Monica Blondin, Kathy Carey, Marcia Edson, Gary Gorski, Sarah Holden, Steve Moore, Sarah Spalding and Giselle Stevens - Recording Secretary.

Absent: Mayor Holaday, Councilor Connell, James Connolly, Barbara Dowd and Elizabeth Valeriani.

Call to Order

The meeting was called to order at 5:15 PM by Steve Moore.

Old Business:

Approval of Minutes

The minutes of the June 6, 2018 meeting were approved on a motion by Ms. Carey; seconded by Ms. Blondin.

The minutes of the June 26, 2018 special meeting were approved as amended on a motion by Ms. Carey; seconded by Ms. Blondin.

Personnel Update

Ms. Stevens reported that Cynthia Dadd, Head Librarian retired on August 10th with a very successful Public Event. Ms. Dadd was presented with a City Proclamation by Mayor Holoday and a Certificate by Mary Rose Quinn from the Massachusetts Board of Library Commissioners. Giselle Stevens started as Head Librarian on August 13th. Ms. Stevens introduced the new Assistant Head Librarian, Sara Kelso. Ms. Kelso started on August 20th. Previously, Ms. Kelso worked in public libraries in Peabody and Amesbury, as well as Portland, Oregon. The Board introduced themselves to Ms. Kelso.

Ms. Stevens anticipates a Staff Librarian going out on family medical leave in October and a Senior Librarian going on maternity leave in January.

Policy Review

Ms. Stevens told the Board that there was no policy to review. Next month the revised NPL Circulation Policy will be available for review. Collection Development Policies for the Library and the Archival Center, as well as a Mission for the Archival Center are being worked on by staff.

Furniture Replacement Project

Ms. Stevens told the Board that the new Children's Room Picture Book Area cushions have been completed and installed. New upholstered furniture for the third floor Tower Room will be delivered this month. This includes two loveseats, a club chair and two desk chairs. At the June 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 lamps in the 3rd floor Tower Room, and office chairs for staff service desks, study carrels and the conference room will be ordered. Mr. Moore suggested that ergonomics be taken into consideration when selecting new office chairs for staff.

Front Stair Repair

Ms. Stevens reported that the City's Department of Public Services (DPS) made a temporary repair to the front steps by shifting the middle stair into place. DPS and the Mike Bartlett, Facilities Manager will pursue a consultant survey of the front stairs and front retaining wall area to prepare a proposal for a more permanent fix. This will allow for a cost estimate and request for City capital funding. Ms. Holden suggested that the City Engineer could be contacted to review the front stairs, retaining wall and possible drainage issues.

Mr. Moore brought up the issue of ice build-up on the roof to the right of the front door. Ms. Stevens discussed the upcoming roof repair that has been bonded by the City for this fiscal year. Slate has also been falling from the roof on the Harris St. patio area, Prince Place side of the building and from the front of the roof as a result of ice build-up. Mr. Moore asked about the cost of the roof repair. Ms. Stevens will get the information.

New Business:

Adult/Teen/Children's Programs

Ms. Stevens reported that Summer Reading 2018 was a great success at NPL. A total of 93 children signed up and read over 7000 hours, and 1709 individuals attended 41 programs for children. Chococoa Bakery was a generous partner again, awarding free Whoopies to children as their first NPL Summer Reading Program prize. 194 Teens participated in the Summer Reading Program and 182 attended 21 teen programs, while adults submitted 570 summer reading entries. Summer Reading at NPL kicked off with a repeat of inter-generational mini-golf in the library.

Ms. Carey mentioned the success of the Children's Room coloring table and suggested getting one for adults. She also suggested ukulele or other music lessons. Programming ideas were discussed.

Ms. Stevens reviewed the September programming calendar. Children's Room Story times will resume the week of September 10th and a weekly special program will be offered. The NPL is partnering with the Senior Center for their Retired Readers Book Group and is collaborating with the Newburyport Film Festival this month. The Library is also presenting two film series in September: Women of Hollywood in the Golden Era of Film and International Films.

Summer Statistics

Ms. Stevens reviewed the July and August Circulation statistics: the Library was open 52 days, averaging 769 visitors per day, circulation was the same as last year, 80 new library cards were issued (this is an increase of 20 from last year), there was a slight increase in Museum Pass usage. Mr. Moore requested additional statistics for future meetings with a copy of Fiscal Year 2018 statistics for comparison.

LSTA Preservation Grant

The LSTA (Library Services and Technology Act) Preservation Grant Contract for the NPL Archival Center has been signed and received by Massachusetts Board of Library Commissioners (MBLC). The first half of the FY19 funding, \$10,608 will be released in October. The Archival Center plans to purchase a new map case and furniture to hold vertical items, as well as preservation materials.

FOL Annual Meeting and Event

The Friends of the Library Annual Meeting and Event will take place on Thursday, September 13th at 7pm in the Library Program Room. Ms. Kelso will read the Head Librarian's Annual Report during the Friends Business Meeting. The Friends membership will be voting on a slate of Board candidates and revised By-Laws. Pow Wow River poets Rhina Espillat and Alfred Nicol will read from their most current work, followed by a reception with refreshments.

Board Meeting Schedule

Ms. Stevens reviewed the FY19 Board Meeting calendar and requested consideration of moving the Library Board meetings to the second Wednesday of the month for FY20. Board members will consider a change in meeting dates. Ms. Stevens also reviewed the Board member appointment dates. Ms. Dowd's position is up for appointment in January 2019. Board members discussed the use of paper agendas and materials at the Board meetings and requested that Ms. Stevens email supporting documents the week of the meeting and provide only two meeting packets printed in paper for each meeting.

Mr. Moore mentioned that the Library opened on this day, September 5th in 1865.

Ms. Holden and Mr. Moore spoke about the Board Building Fund account at the Institution of Savings. Ms. Stevens will revise a letter about the formation of the Building Fund that Cynthia Dadd had written in June. Ms. Stevens will send this to the three Building Fund Board members: Mr. Connolly, Ms. Holden and Mr. Moore.

NAID Grant

The Friends will be submitting a Newburyport Area Industrial Development (NAID) Foundation grant proposal on behalf of the Library for Phase Four of the Historic Newspaper Microfilm Digitization Project. This would encompass the Daily News issues from 1956 through 1974. In FY18 2541 users visited the Newburyport Historical Newspapers web portal for 5594 sessions (an average of 466 visits per month).

Mr. Moore mentioned that the Five Cents Savings Bank has grants available, and that the Library should consider making a request this year.

Staff Training

The Head Librarian attended a three-day New England Library Leadership Symposium in August.

On October 2nd the Library will open at noon so that all library staff can attend training at the Library that morning. A trainer from the Merrimack Valley Library Consortium (MVLC) will present a workshop on Office 365 software suite including Outlook email, Calendar and Sharepoint, as well as introducing the new MVLC Sharepoint site.

Other

Ms. Stevens shared a patron suggestion to be a host for Geocaching. Board members agreed that it would be a positive activity for the Library.

Ms. Stevens told the Board that Audubon prints on loan to the Newburyport Five Cents Savings Bank will be returned for storage during the bank's renovation starting in October. The bank may also be utilizing meeting space when needed and available at the Library.

Ms. Stevens told the Board that the City has installed fiber optic cable and hardware in the building with a plan of connecting to the City's network by January 2019. This will enable access to City software such as MUNIS.

Mr. Moore opened a discussion of space needs at the Library. He suggested expanding the Program Room to meet the needs of larger programs and to create more space in the basement for the Archival Center. Alternative larger programming spaces were discussed including the Senior Center and the Firehouse. Ms. Stevens said that the City 20 year bond for the Library's Renovation and Expansion Project will be fully paid on June 30, 2020. She said that State funding for library construction and renovation would most probably not be able to be used for such a small amount of building expansion. The Board discussed space planning and that it could be incorporated into the upcoming long range strategic planning for the Library in 2019-20.

Ms. Holden referred to a previous discussion of the installation of an additional bike rack. Mr. Gorski said that the City DPS had been contacted about the Harris St. parking lot as a location. Ms. Stevens said that she would talk with DPS to see if there was any further development. Ms. Holden suggested that Community Preservation Act (CPA) funds might be used to fund the bike rack.

Mr. Moore started a discussion about a Board retreat or special meeting to formulate ideas about the role of the Board. Ms. Stevens will explore possible dates and format for a special meeting.

September Calendar

Ms. Stevens reviewed her calendar for September.

Adjournment

The meeting was adjourned at PM on a motion by Ms. Holden; seconded by Ms. Spalding. The next meeting will be held on Wednesday, October 3, at 7:15PM.

Submitted by Giselle Stevens, Recording Secretary