

**Newburyport Public Library
Board of Directors – Regular Meeting
November 7, 2018**

Minutes

Call to Order

The meeting was called to order at 5:15 PM by Ms. Valeriani

Present: Monica Blondin, Kathy Carey, Barbara Dowd , Gary Gorski, Sarah Holden, Steve Moore, Sarah Spalding, Elizabeth Valeriani and Giselle Stevens - Recording Secretary.

Absent: Mayor Holaday, Councilor Connell, James Connolly and Marcia Edson.

Public Comments: None

Approval of Minutes

The minutes of the October 3, 2018 regular meeting were approved on a motion by Ms Spalding; seconded by Mr. Moore.

Next Meeting: December 5, 2018

Head Librarian Report

Ms. Stevens noted that there is a slight change to the format of the agenda based on her review of recommendations from the Massachusetts Board of Library Commissioners (MBLC) on their website and at a workshop Ms. Stevens attended during the Northeast Library Association Conference(NELA) on October 22nd.

Budget

Ms. Stevens continues to work on managing the Library budget and putting into place efficient procedures for processing purchases and payments from the City and Friends accounts.

MBLC will vote on State Aid requests at their Dec meeting

Building and Grounds

Ms. Stevens reported that she is meeting regularly with and working closely with the Department of Public Services (DPS) Facilities Manager to review and set priorities for Library building and grounds needs. Ms. Stevens will meet with the head of the DPS

this month to discuss future large capital projects, including repair of the front steps and HVAC repair or replacement.

Two dead trees have been removed from the staff parking lot, new shelves have been built and put up for storage in the Children's Activity Room, a quote is being solicited for replacing damaged flooring in the Archival Center Workroom, quotes for upgrading the Program Room AV equipment are being requested, and the HVAC system has been serviced and turned to heating. Scheduling of custodial staff has shifted, with a custodian from the Senior Community Center assigned to the Library four nights a week and Sundays. Mr. Moore asked about the scheduling of custodians and their availability during the day. Ms. Stevens reported that after completing building opening tasks the custodian has other duties in the City, but a custodian is on call to address any building issues if needed.

Personnel

Ms. Stevens reported that the Teen Services Librarian is out on family medical leave (FMLA) until the middle of December. Ms. Stevens anticipates two staff going out on medical leave in January and February.

Policy

Ms Stevens presented an updated and revised NPL Circulation Policy for review and discussion. Ms. Valeriani asked for clarification regarding teacher cards. Mr. Moore recommended adding a section on not serving patrons from de-certified libraries. Ms. Dowd made a motion to vote on the policy; seconded by Ms. Holden. The Circulation Policy was accepted unanimously.

Staff Training

Ms Stevens reported that the next NPL Staff Meeting will take place on Tuesday, December 4th. The Library will be closed until noon that day.

Library staff will be making visits to other libraries as a staff development activity this year. Four Reference staff members visited Beverly Public Library during October. Two Circulation staff will be visiting the Flint Memorial Library in North Reading. Staff prepare questions and areas of focus for the visit and report back with ideas and observations via the NPL Staff Blog. Providing staff coverage, follow-up on new ideas and selection of libraries to be visited were discussed.

Ms. Stevens and Ms. Kelso attended one day of the NELA Conference in Rhode Island. Ms. Stevens went to workshops on Library and Friends Boards, and Library Advocacy; Ms Kelso attended workshops on space design, hiring best practices and innovative technology.

Friends of the Library

The Friends of the Library October Great Old Book Sale was successful as a fundraiser, community building event and recycling initiative. The sale took in \$7911.00. These funds support programming, and the purchase of materials and museum passes, as well as special projects such as furniture replacement.

At the October meeting of the Board of the Friends of the Library Ms. Stevens reported about the make-up and the roles of the NPL Board of Directors and the Friends Board. Ms. Stevens will act as an active liaison between the two boards, reporting to each board during her Head Librarian report. Ms. Stevens is meeting monthly with the President of the Friends.

Ms. Carey noted that a Friends discount was no longer offered through her local insurance agent. Ms. Stevens will ask the Friend Board about this change. Ms. Spalding commented on the difficulty of knowing when her Friend membership expires. Ms. Stevens said that the Friends Board is aware of this issue and working to resolve it.

Ms. Stevens reviewed the Friends Board membership, their role as advocates and fundraisers for the Library, and made Friends Membership Application Form available.

Old Business

Furniture Replacement Project Update

Ms Stevens reported that the Friends have paid for two new staff desk chairs, a new AV cart for the Program Room and an A-frame sign.

Patron Behavior Update

Staff are experiencing less issues with the group of teens that have been congregating on the Prince Place portico and disturbing patrons and neighbors.

Vaping by teens is still an issue with teen patrons and Ms. Stevens has spoken and corresponded with the parents of two eighth grade teens who have had ongoing inappropriate behavior at the Library.

New Business

Calendar, Adult/Teen/Children's Programs

Ms. Stevens reviewed her calendar for November.

The Library will be open on Sunday Nov 11th, but closed on Monday for the Veteran's Day holiday. The Library will be closed Thursday and Friday Nov 22 and 23 for Thanksgiving and will close early at 5pm on Wednesday Nov 21.

Ms. Stevens reviewed the November Programming Calendar. Children's Room Story Times and weekly special programs have been well attended. The NPL is partnering with the Senior Center for their Retired Readers Book Group and Ms. Kelso, Assistant Head Librarian will be taking over as facilitator. A new session of the Knitting Program starts this month. The Library is also presenting *Out of Darkness* a film by Anna Smulowitz of local Holocaust survivors. A number of the film participants will be part of a panel discussion after the screening.

October Statistics

Ms. Stevens reviewed October statistics. These were presented in a new format that includes statistical information beyond circulation statistics.

Other Business

Ms. Stevens asked if there were any questions regarding the new MBLC Trustee Pocket Handbook. A number of Board members would like a printed copy. Ms. Stevens will provide these at the December meeting.

Ms. Valeriani encouraged Board members to attend the City Holiday Party to be held on Tuesday evening , December 18th at Andiamo resaraunt.

Adjournment

The meeting was adjourned at 6:15PM on a motion by Ms. Blondin; seconded by Mr. Moore.

Submitted by Giselle Stevens, Recording Secretary