

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

Minutes

Call to Order

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

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

Absent: Mayor Holaday, Councilor Connell, and Sarah Spalding.

Public Comments: None

Approval of Minutes

The minutes of the November 7, 2018 regular meeting were approved on a motion by Ms. Blondin; seconded by Ms. Dowd.

Next Meeting: January 2, 2019

Head Librarian Report

Budget

Ms. Stevens reports that she is working with the City Auditor's Office to streamline the billing procedures of some vendors.

Ms. Stevens attended the Merrimack Valley Library Consortium (MVLC) membership meeting of all library directors. The FY20 operating assessment will remain at \$52,985 and the e-content assessment will increase from \$4100 in FY19 to \$5352 in FY20, for a total of \$58,337 (FY19 \$57085).

Massachusetts Board of Library Commissioners (MBLC) will vote on State Aid requests at their December meeting.

Building and Grounds

Ms. Stevens reported that the City electrician met with the Facilities Manager to plan for lighting ballast replacement in the Archives and the stacks. Evergreen roping and wreathes were placed on the building after Thanksgiving. The Library is being included in a City-wide initiative to centralize security cameras and software at the Police

Department. Discussion about the possible impact of centralized cameras took place. Ms. Stevens will present the current Video Surveillance Policy for review at the January meeting.

Personnel

Ms. Stevens reported that she will be advertising for on-call substitutes in the Merrimack Valley Library Consortium (MVLC) newsletter.

Policy

Ms Stevens presented an updated NPL Patron Policy to reflect the recent change allowing covered drinks throughout the Library. The Board voted to approve the change. Selling coffee in the library was discussed. Ms. Stevens commented that the Library and the Friends of the Library do not want to compete with downtown businesses.

Staff Training

Ms Stevens reported that the NPL Staff Meeting on Tuesday, December 4th was a success. Ghlee Woodworth did a presentation on the history of redevelopment in Newburyport and Ms. Kelso did a workshop on Collection Management Best Practices. The Library opened at noon that day. The next NPL Staff Meeting is scheduled for April. Library staff continues to make visits to other libraries as a staff development activity. Two Circulation staff members visited the Flint Memorial Library in North Reading and two Department Heads visited the Beebe Memorial Library in Wakefield. Staff prepare questions and areas of focus for the visits and report back with ideas and observations via the NPL Staff Blog.

Friends of the Library

The Friends of the Library (FOL) approved funding the \$15,225.41 upgrade of the Program Room AV system and the purchase of a staff laptop for programming. This is in addition to the annual FOL budget allocated for the Library.

The Friends proposal to the Newburyport Area Industrial Development (NAID) Foundation for funding phase four (1956-74) of the Library's newspaper microfilm digitization project was not funded. NAID has chosen to award all of their grant funds to the Greater Lawrence Disaster Relief Fund. Ms. Stevens will work with the Friends to apply for a grant from one of the local bank foundations to fund the project.

Old Business

Patron Behavior Update

Two teens set off the fire alarm on a recent Saturday by smoking in the third floor women's room. The police have investigated by sharing photos of the teens with local schools. School staff were not able to identify the teens.

New Business

Calendar, Adult/Teen/Children's Programs

Ms. Stevens reviewed her calendar for December.

The Library will be open on Saturday, December 22, but closed on Sunday the 23rd. The Library will be open from 9am to 1pm on Christmas Eve and closed on Tuesday the 25th for the Christmas holiday. The Library will also close early at 5pm on Monday December 31st for New Year's Eve and will be closed all day on January 1st.

Ms. Stevens reviewed the December Programming Calendar. Children's Room Story Times and weekly special programs have been well attended. The *Daily News* featured two photos of the Library Babies group in Saturday's paper. The Library is trying evening movies, Sequel Cinema, as well as a holiday movie marathon the week before Christmas. The new Literary Inqueeries LGBTQ+ book group begins this month with *Orphan #8*.

November Statistics

Ms. Stevens reviewed November statistics. Ms Blondin commented that the new format that includes statistical information beyond circulation numbers is helpful.

Other Business

Ms. Stevens had additional paper copies of the Trustee Pocket Handbook available and mentioned that the new MBLC 2018 Trustee Handbook is very comprehensive and is available online. Ms. Stevens will print a paper copy to have in her office.

Barbara Dowd announced her decision not to be re-appointed for another term as a Library Board Director. She has served three seven-year terms. Ms. Stevens and the other Board members thanked her for her service.

Adjournment

The meeting was adjourned at 6:15 pm on a motion by Mr. Connolly; seconded by Ms. Dowd.

Submitted by Giselle Stevens, Recording Secretary