

Emma L, Andrews Library and Community Center  
May 19, 2016  
Draft Unapproved Minutes

Members present: Aine Greaney, Elizabeth Valeriani, Elizabeth Watson, Donna Conway, Susan Chase

Minutes of the April 21, 2016, meeting were approved.

Patty Moore reported a balance of \$21,037 in the revolving fund. Mike Bartlett said that the cost of the windows (approx. \$4760) had not been deducted yet.

The Historical Sign is ready to be installed. Mike said he will attach it to a post and Donna showed him the location on the front lawn. The old Emma L. Andrews Branch Public Library sign will be hung inside the library. Mike was also asked to look into the possibility of refinishing the front doors. The front door knob is a problem at times but Mike said there is little that can be done to make it better. New windows for the basement was also brought up as a way to provide fresh air into the space to help with mildew.

Susan Chase presented a system called "Tiny Cat" which is a simple, online catalog for so-called "tiny libraries" (less than 10,000 titles) which she felt would suit the needs of the Emma. It will cost approximately \$2000 to purchase and a minimum yearly fee. It was estimated that the Emma holds approximately 6000 to 6500 books in its collection. The costs would come from the revolving fund.

Upcoming events include:

- June 4 plant sale
- Preservation week with Deirdre Bedzina portraying Emma Andrews
- Ugly Duckling production in the back yard
- Summer programs including a magic show, Curious Creatures, and the Newburyport firetruck
- Newburyport Youth Services field trips to Emma on 6 Wednesdays this summer. There will be signups sheets for volunteers to run the programs
- Volunteer birthday lunch in June

Patty will research the insurance liability of having classes held at the library which charge a fee to participate and then give Emma 10 percent of the fees. It could be a simple waiver that is necessary.

Mike suggested we change the combination on the front door and then keep a list of people who are given the combination. There should also be a list of all people who have a key to the front door.

The meeting was adjourned at 6:15 pm.

Respectfully submitted,

Elizabeth Watson, Recording Secretary