

MINUTES
December 10, 2007 Meeting

Present: Patricia Campbell, John Dwyer, Sue Valentine, Al Carlin, Carol Youngs, Kelly Corvelo.

The meeting was facilitated by John Dwyer (Chairperson) and the minutes were taken by Kelly Corvelo.

1. **Call to order.** A quorum being present, the meeting was called to order at 7:07 p.m.

2. **Public Forum.** No member present.

3. **Accept Minutes.** Ms. Corvelo motioned, Ms. Youngs seconded the motion, and the minutes from the November 13th meeting were unanimously approved.

4. **Old Business**

- **Boiler Replacement.** See 12/10/07 Director's Report. Ms. Campbell reported that due to time spent with Building Needs and Utilization Committee (BNUC) review we were at the end of time to safely replace the boiler this season. Taking advantage of unseasonably warm weather, we settled on the lowest bid. It was installed in three (3) days and is working well. There was a leak which has been repaired and there is a damp spot which is being explored. Ms. Campbell reported that the cost was \$18,120 therefore we will be giving just under \$7,000 back to the Town. This boiler is not as fuel efficient as the others that we considered purchasing, but the BNUC had concerns about the contractor and the need for that type of furnace .
- A question was asked concerning the ice on the sidewalk and parking lot. The DPW was called and they responded. Library employees are using deicer as patrons come in and mention areas are slippery. By January 15, 2008 we are hoping to have an estimate to hire someone to manage this for the library.

5. **Consent Agenda**

- **Circulation.** "People like books." We'll be collecting popular television movies to meet the demand. Mr. Dwyer questioned Ms. Campbell as to why magazines are down so much. Ms. Campbell responded that we had a new vendor last year, that there were missing issues and that we were going back to the original vendor. She further mentioned that we cut those magazines that were not

circulating. Joining CW MARS and adopting their circulation rules changed magazines from 3 weeks to 1 week circulation, which some people have complained about.

- **Financial Report.** Ms. Campbell reported that we are 42% of the way through the new year and that we have spent 43% of the budget. She further reported that she hopes that we will be using less fuel due to the new boiler and that we will be making appropriate use of trusts and state aids versus using these for operating expenses such as repairing the building and instead adding to the collection and offering new programs. We are in good shape concerning the budget at this point.

- **Director's Report.** Ms. Campbell reported the following:
 - The library is entertaining suggestions for our One Book One Sterling program where the main character is a male.

 - We need a head of the Friends. She might put an ad in the paper.

 - Membership drive is going well.

 - The next big and expensive project concerns computers. We replaced some with state aid. We are currently leasing computers which mean we have an option to either purchase the leased computers or return them. Ms. Campbell stated that we would use some state aid next year for computers and that she will talk to Mr. Vermuelen regarding his recommendation (adding RAM, etc.). Mr. Carlin asked about the conditions of the lease. Ms. Campbell responded that we currently have eleven computers, nine for public use and two for staff use. Our lease is for three years. We negotiated a good price with Dell through the State Bid Process and a state officer bundled us with other state groups for a favorable lease contract. Mr. Carlin asked who provides the warranties on the computers. Ms. Campbell responded that Dell provides a three year warranty. Mr. Carlin asked if that warranty was part of the lease. Ms. Campbell replied that it was not. The lease company and the computer company are different. We are currently leasing on a month-to-month basis for two months until Ms. Campbell and Mr. Vermuelen are able to discuss the options. The month-to-month cost is \$320 per month. Mr. Carlin asked if the computers we are currently leasing meet our needs. Ms. Campbell replied that they do, that we don't need powerful computers that we need to access the internet and open files. Ms. Campbell gave "kudos" to Mr. Vermuelen. Ms. Campbell further stated that were able to get licenses for Windows XP, etc. last year for \$25.00 each. She mentioned that we may want, in the future, to have computers capable of listening to music, watching television/videos, send photos, etc. Mr. Carlin expressed his reservation that we don't want computers that we won't be able to run programs on in the years to come.

○ Ms. Campbell reported that we were considering a logo that was not “cute” but warm and dignified. A lamb had been suggested. Ms. Corvelo showed everyone the lamb that was part the Village Green logo. Ms. Valentine suggested a contest. Ms. Campbell responded that a contest for the logo might not work so well but a contest for a slogan might. Ms. Valentine suggested that perhaps once we had some logos/slogans then we could have a public vote on them.

○ Technology. We have had some problems with data base links not working. Buy out - resolved. The state contracts with various companies to provide the databases for a contracted time. In that period a company took over one of the vendors and this led to problems with links which have been resolved.

○ One of the Eagle Scouts is working with the DPW to properly grade sidewalk out in front for handicapped.

○ Secret Shoppers. The staff is visiting other libraries as part of a customer service grant. (The Secret Shoppers are part of a grant.) They pose as library visitors and sample other libraries approaches to customer service to gain ideas on what we might try - or avoid.

○ Ms. Campbell handed out an evaluation form for us to review at our leisure. *We came back to this later in the meeting.*

○ Children’s Report. See handout. Ian is great at helping with homework, great with graphics and computer related issues.

6. New Business.

Budget.

- Mr. Dwyer asked if the draft is expected to be the budget and Ms. Campbell replied that it was her hope. There may be some adjustments.
- The Draft is due December 14, 2007 and the completed budget is due January 15, 2008.
- Handout. Review of Town of Sterling FY’09 Budget provided by Terri Ackerman, Town Administrator.
- Make sure we look at operating budget versus other income to make sure state aid and trust funds are being used for materials and programs.
- Ms. Valentine asked if the financial committee provided any direction of development of the budget. Ms. Campbell replied affirmatively with some explanation. Mr. Dwyer asked if fines are included in the warrant we provide to the town and Ms. Campbell replied affirmatively. She further provided that to

separate it out, they would have to develop a Revolving Fund. It is not in a gift account because it is not a gift.

- The town has been supportive.
- Circulation has increased more than the budget.
- Services have increased as well.
- 39-45 increase in hours open with only slight increase in hours of employees
- We do a good job providing services to the town from a budgetary standpoint.
- Finance committee – circulation and services increased dramatically with the same FTE's. We develop and manage the website, etc. in house which is extremely cost effective.
- Other libraries who have building projects built larger buildings and subsequently had to reduce their hours open as they did not have the staff and operating budget to support it. We, on the other hand, renovated an antique building in the center of town and it is charming and vibrant and we have increased hours of operation and programs.

Hours of Operation.

- Ms. Valentine asked if we want to expand the current hours. Ms. Campbell replied that she could get some numbers for us if we are interested and a discussion ensued. Ms. Valentine asked Mr. Dwyer who asked the Board. Ms. Young asked where we could go with hours and Ms. Campbell replied Fridays. She further commented that a survey and focus groups that were part of our long range planning process showed High School kids would like the library to be open on Sundays and some would like us open later at night but the majority feels the hours are okay as is. The Sunday request was surprising but Ms. Campbell stated that she would e-mail the responses to the Board. Ms. Valentine requested a figure to open the library on Fridays (how many people, how many hours). Ms. Corvelo commented that if they were going to open another day that Sunday would seem like a better day than Friday only due to the fact that children are home from school, sometimes families are looking for something to do, especially during the winter months. Ms. Campbell mentioned that the minimum for libraries to be open in towns of our size is 35 hours and that we are open 45 hours. She asked the Board what hours on Friday and Mr. Carlin asked what the peak hours would be. Ms. Campbell replied that 5:30 – 6:00 p.m. was generally when we see families in. Early in the morning is Story Hour, retired individuals coming in for books and to chat, later is recreation, reading and computers. It is steady throughout the day with a mix. Later in the day is recreational, homework and parents.
- Ms. Campbell stated that Town Hall is closing at noon on Christmas Eve and would like the library to follow suit. Ms. Youngs motioned, Mr. Carlin seconded the motion and the motion passed. The library will be open until 5 PM on New Year's Eve.

Performance Evaluations.

- The town is having Department Head Meetings. The Town Administrator (“TA”) asked the Department Heads (“DH’s”) to assist with goals and Ms. Campbell volunteered relative to the library. The TA met with the Personnel Board and they developed a Performance Evaluation (“PE”) to be used for all town employees. 1.55% merit increase from January through June of this year in next years budget, Ms. Campbell commented that she wasn’t sure of the logistics of this. There has been talk about a step increase or cost of living increase because there may be a cut in insurance. The PE would be the trigger for the increase – if someone is less than acceptable, they would not receive an increase. If they were acceptable or above, they would receive the increase. Some DH’s want to tailor the PE to their own needs. Ms. Campbell has concerns regarding the PE as drafted. It seems premature to be implemented town wide and the line of authority is becoming blurred. Ms. Campbell commented that we want to be collegial and helpful and provide services to the town but the concern is that the running of the library is slowly being pulled to another area of the town than by appropriate persons. Mr. Carlin summarized his concerns. Ms. Youngs stated concern about the merit increase. Ms. Campbell commented that they have to be careful with the legality of the merit increase. She further stated that she has no problem with using a uniform tool but feels that each DH should be able to contribute so that the tool reflects and supports the needs of each department. Ms. Dwyer requested a copy of the form we currently used. Mr. Carlin commented that he did not support the PE as presented; Ms. Youngs agreed that it was too premature. There was a question about the wisdom of using the work “attitude” since it has led to successful lawsuits. Ms. Campbell summarized the concerns of the group

Mr. Dwyer asked the group if were better off trying to start our meeting at 7:30 instead of 7:00 and it seems we are getting started later due to tardiness. The general reply of the group was that we would stay with 7:00 and we would all make an effort to be ready to start at 7:00 p.m.

7. Adjournment. Mr. Carlin motioned for adjournment. Ms. Youngs seconded the motion and the meeting was adjourned at 8:51 p.m.

Next Meeting: Monday, January 14, 2008 @ 7:00 p.m.