

Meeting of the Board of Trustees
Conant Public Library
February 11, 2013

Meeting called to order at 7:07 p.m.

Present:

Carlin, Vermeulen, Johnson, Brennan, Corvelo, Dwyer, Campbell

Public Forum: No one was present.

Approval of minutes: Minutes were approved.

Consent Agenda

Director's Report: Campbell presents the Director's Report. This report is available at the library.

Circulation: Because of the continuing problems with Evergreen, Campbell was not able to provide a circulation report. Running reports in different formats has resulted in different totals. Campbell will post to the CW MARS listserv the concerns she has about how the numbers do not correspond.

Financial: The new human resource manager, Don Jacobs, will discuss options with the two staff members who will be out on extended sick leave. Campbell will determine the total amount of coverage needed. Dwyer said that it would not be a good use of Campbell's time for her to fill any gaps in coverage created by staff being absent. The town is redoing the personnel by-laws and Campbell was asked to be on the task force.

Facility: The facilities manager recommended to the capital committee that all but two items from the energy audit be completed. Paul Valentino, the custodian, shoveled entire walkway and steps after the recent storm. Mr. Grinkas plowed, but was unable to shovel.

Services: The current plan is to let the executive committee of CW MARS know that a large number of libraries recommend that a consultant be hired to resolve the problems with the system. If CW MARS is not amenable to hiring a consultant, another option would be to split up the regions and make them smaller, which would make it easier for the system to function. A third option would be to create a new consortium of Central Mass libraries with a new computer system. However, the longer the time is spent working with CW MARS, the more difficult it will be to migrate the data to a commercial vendor.

Campbell will create a list of the computer problems. Vermeulen requested a copy of the user group problem list. Campbell said that the top priority for the libraries is to develop a better search engine. CW MARS' priority is to create a self-checkout system, which will bypass the Evergreen system and will help with the processing speed. Campbell said a self-checkout system cannot place holds and it cannot renew; therefore, they would have to switch back and forth between this product and Evergreen. CW MARS said that they cannot improve the search engine for at least a year. There are 117 members of CW MARS. Campbell has been in touch with 30 members and she will reach out to others. Members can bring an item to the executive board to be placed on the agenda for a vote. The next step is to encourage members to attend the next user group meeting and to build consensus.

Campbell will make resolving the Evergreen computer problems a priority, which will impact her ability to achieve her other goals. Campbell will present a revised list of objectives for the year based on making the computer system a priority. Johnson said that the Trustees can help out in a more formal way when needed.

Dwyer and Vermeulen would like a notice posted on the website that there are system issues, so patrons do not think that it is a Sterling library problem. Campbell will work with Mattei to craft a message and have Corvelo review it before it is posted on the website. Vermeulen asked Campbell to keep track of all the problems. She will work at the desk for a day to see all the type of problems encountered.

Old Business:

Review of proposed revision to Fines Policy to approval: Campbell will create another draft to include further detail and clarification.

Review of opportunity to employ a portion of Allen Fund principal for special project(s): The funds were moved into town investment, which is currently earning 3% in interest. Need to determine the amount the Library wants to spend before prioritizing special projects. Campbell will check with town treasurer to see quarterly interest reports. Campbell will show impact on principal with a 5% drawdown. Criteria need to be established for funding projects from the fund. Funding a big project will wait until the long range plan is completed. Campbell will consult with the Board of Library Commissioners for a recommendation to help address creating a more formal understanding of the Trustees role in administering the Allen fund.

Adjournment: 8:59 p.m.