

**BOARD OF LIBRARY TRUSTEES
MEETING OF DECEMBER 8, 2009**

A meeting of the Board of Library Trustees was held at Southworth Library on December 8, 2009. Ms. Aisenberg called the meeting to order at 5:05 p.m. Mr. Pereira arrived later.

BOARD MEMBERS

Kathryn Murphy Aisenberg, Chairman
Rachel Charrier, Vice Chairman
Chuck Bichsel

Lorraine Carey
Andrew Couto
Paul Pereira

STAFF

Dolores J. Tansey, Interim Director

Audrey Quail, Administrative Clerk

Approval of Minutes. A motion was made by Ms. Carey, seconded by Mr. Couto, and unanimously voted to approve as submitted the minutes of the meeting of November 10, 2009.

Director's Report. Ms. Tansey updated her November report with the following information: staff has attended several meetings and have enjoyed them; our security equipment is in and installation should begin tomorrow, Ms. Antunes is currently weeding the children's area to make space for \$5,000 worth of new books to update the children's collection. In answer to a question, Ms. Tansey reported that staffing remains problematic: we are understaffed, current staff members have had to deal with demotions while being asked to jobs for free. Our commitment to providing books and service remains strong, but it takes a toll on staff. The Trustees suggested that staff be invited to take advantage of off-site training opportunities as they become available.

Report of the Financial Secretary. Mr. Pereira reported that we are in good shape at this moment, except for electricity, which is currently at 48 percent instead of the desired 45 percent for this time in the fiscal year.

Report of the Friends of Dartmouth Libraries. Ms. Aisenberg congratulated Ms. Tansey for the Friends Appreciation Tea, noting that she had received favorable feedback. Ms. Tansey noted that the Friends gave the libraries a check for \$5,000 to be used toward updating the children's collection, and \$250 to pay for antiseptic wipes which we hope will last us through cold and flu season. The Friends are considering requests for funds to install a phone jack and for improved lighting in one area of the children's room.

Report of the Dartmouth Library Foundation. The Foundation is not meeting until January. At that time, Ms. Tansey will ask for their assistance with funding for the purchase of new library shelving for the south wall of Southworth Library.

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Correspondence

SEMLS Net Lender. Ms. Tansey read the letter from SEMLS which accompanied a check for \$11,005.33 for a Net Lender Grants. Libraries which lend more than they borrow qualify for this grant. Ms. Tansey noted that our 18,453 net lends were the highest in the region. She credits Ms. Antunes for her collection development and weeding.

The Trustees suggested that Ms. Antunes be recognized for her work, that a press release be sent out, and that signs announcing the award be placed in the libraries.

Thank You Letter. Ms. Tansey read the letter from Laura Gardner, Librarian at the Dartmouth Middle School, thanking us for the donation of books from the children's room.

Old Business

Director Search Committee. A motion was made by Mr. Bichsel, seconded by Mr. Pereira, and unanimously voted to readvertise the position at an increased salary range of \$65,000 to \$75,000 as soon as possible with a closing date of February 28, 2010. Ms. Aisenberg noted that the Select Board had agreed with this salary range and had also said that they would provide funds to offset the cost of advertising. Options available should the ad not garner satisfactory results would include entering into an agreement with Library Associates which would find suitable candidates at a non-refundable fee of \$750 each. Should the entire process last beyond Ms. Tansey's last day on June 30, 2010, BiblioTemps could provide us with an interim director.

Mr. Couto had checked references on one of the applicants to the previous posting. A motion was made by Ms. Charrier, seconded by Mr. Pereira, and unanimously voted to have the Chair call the candidate to explain that we are seeking a larger pool and to invite the candidate to stop by the library if she is in the area after the New Year.

Shade Trees. The trees have arrived and should be planted tomorrow.

Property Line. Per a discussion with Town Counsel, Ms. Tansey drafted a letter designed to protect our rights to the property which the School Department would like to install a fence on. The Library does not object to the location of the fence, but wishes to ensure that "adverse possession" would not cause us to lose our rights to the land.

New Business

Policy Updates for Approval. A motion was made by Mr. Bichsel, seconded by Mr. Couto, and unanimously voted to approve the Safety of Children Policy as drafted.

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A motion was made by Ms. Charrier, seconded by Mr. Bichsel, and unanimously voted to approve the Materials Circulation Policy as drafted.

Discussion ensued on the Behavior in the Library Policy. There was a question as to who would have the authority to enforce the following provision:

Failure to comply with the behavior guidelines stated above will result in the offending customer(s) being asked to leave the library. Continuing noncompliance will result in suspension of library privileges.

It was agreed to add "at the discretion of the department head to clarify the point. A motion was made by Mr. Couto, seconded by Mr. Bichsel, and unanimously voted to approve the Behavior in the Library Policy as amended.

Trust Funds. Ms. Tansey noted that our trust fund balances are once again positive.

Grants. Mr. Bichsel explained that the most important thing is to be "grant ready." There is significant money available, but the grantee needs to be prepared and true to itself. Credibility has to be built up, usually through showing the effort to apply for competitive grants.

Mr. Bichsel visited with Steven Fulchino, Director of the New Bedford Free Public Library. Mr. Fulchino explained that as the director of a poor city library, he is showered with grants. The city has received \$72,000 in grants this year. These grants were sought by the previous director, Theresa Coish. His estimate is that it takes 15 to 20 hours to prepare a grant.

Mr. Bichsel also spoke to Maureen Coleman of the Whaling Museum who explained that grants account for one third of the Whaling Museum's budget.

The Community Foundation of Southeastern Massachusetts has sophisticated software available where we could research similar communities to Dartmouth and determine what grants they were awarded.

Cultural Council grants are also available. Although these are competitive, they tend to be limited to the host community and are for small amounts of money.

It was agreed that it would be a good idea to include representatives from the Friends of Dartmouth Libraries and the Dartmouth Library Foundation to attend a brainstorming meeting in January to create a Grant Exploration Committee.

Trustees Room. Mr. Couto said that he would like to see the Trustees returned to the former Trustees Room which is now the storytime room. The Trustees viewed the room in hopes that it might become a mixed-use area.

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Procedures for Reviewing Drafts. A discussion ensued as to a process that would be best to revise and perfect documents for expedient approval. The Open Meeting Law has been a topic of discussion between Mr. Bichsel and Ms. Killoran of the Board of Library Commissioners and Mr. Bichsel and the District Attorney's office. The question to be answered is whether email review and revision of documents outside of a public meeting is a prohibited action. Do the revisions rise to the level of indicating whether the Trustees are in favor or against the issue or merely adjusting the wording.

The next meeting was scheduled for January 12, 2010, at 5:00 p.m.

Today's meeting was adjourned at 7:30 p.m.

Respectfully submitted,
Audrey Quail
Administrative Clerk