

**BOARD OF LIBRARY TRUSTEES
MEETING OF NOVEMBER 10, 2009**

A meeting of the Board of Library Trustees was held at Southworth Library on November 10, 2009. Ms. Aisenberg called the meeting to order at 5:05 p.m. Mr. Couto was absent.

BOARD MEMBERS

Kathryn Murphy Aisenberg, Chairman	Lorraine Carey
Rachel Charrier, Vice Chairman	Andrew Couto
Chuck Bichsel	Paul Pereira

STAFF

Dolores J. Tansey, Interim Director	Audrey Quail, Administrative Clerk
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Approval of Minutes. A motion was made by Ms. Charrier, seconded by Mr. Bichsel, and unanimously voted to approve as amended the minutes of the meeting of October 8, 2009, such that the Report of the Financial Secretary shall now read " We will exhaust the substitute line item as it was level funded to last year, when North Dartmouth library was closed during the summer. It is also anticipated that cuts to the utilities line items will also result in deficits in those accounts. We will keep a watchful eye."

Report of the Financial Secretary. Ms. Tansey reported that the electric line item stands at 45% spent as opposed to 33%, which is where we should be. The overall general expenses are at 46.6% spent, but that is skewed by a one-time payment for our network assessment. Mr. Pereira had requested a report of how money is spent from the building repair & maintenance line item. Ms. Tansey explained that that account is used primarily for electrical work, maintenance of the elevator, and maintenance of the HVAC system.

Director's Report for the month of October, 2009. Ms. Tansey expanded on what she and Lynne Antunes had gleaned from their three-week participation in Basic Library Management Techniques Administration through SEMLS. The course covered library trends; budgets; purchasing; policies; building management; managing people, staff, trustees, and friends; technology; challenges; and developing a marketing plan. Both Ms. Tansey and Ms. Antunes received certificates for their participation.

We have received a check for \$2,000 from Sarah Cunningham and deposited it to one of the library's cultural accounts.

Report of the Friends of Dartmouth Libraries. Ms. Beardsley reported that the Friends have donated \$5,000 for the purchase of children's books. The Friends will hold a holiday book sale from 10:00 a.m. to 1:00 p.m. in conjunction with the tree-trimming event on December 5. The Friends also have a new board member.

Report of the Dartmouth Library Foundation. Lynne Antunes is the Foundation's liaison to the Board, but she was unable to attend this evening. Mr. Pereira said that he had been unable to attend the last Foundation meeting and asked Ms. Tansey to report. Ms. Tansey stated that the Foundation had voted to dedicate its fundraising to a fixed asset, library improvement campaign, which could include, but not be limited to library shelving and helping with the contemplated redesign of the young adult area. Ms.

**BOARD OF LIBRARY TRUSTEES
MEETING OF NOVEMBER 10, 2009**

Tansey then reported that she would be presenting an quote of \$12,000 for the purchase of library shelving as a necessary first step before any modifications can be made to the upper level of Southworth Library. The Trustees asked that Ms. Tansey seek two other bids irrespective of the funding source.

Old Business

Director Search Committee. Ms. Aisenberg reported that the Committee has interviewed three applicants, two of them being telephone interviews. The next interview will be Monday, November 23. Ms. Aisenberg asked the Trustees to save Tuesday, November 24, for a possible follow-up interview with this candidate, as she will have traveled down from upstate New York. The Trustees will meet at 5:00 p.m. to determine the questions they will ask the candidate. Ms. Aisenberg noted that all candidates have been asked the same questions by the Committee. The Trustees asked if they would have access to those questions and answers before the next meeting, but Ms. Aisenberg said she did not want to provide any information which might influence them before they meet with the applicant. She will provide the answers to the Committee questions after the interviews as part of the Trustees' review.

Ms. Aisenberg then noted that there is an issue concerning the compensation for the library director's position. This position became part of the Steelworkers Union in April of 2009. While the salaries for the positions accreted into this union have not be set, they will not be less than they were on that date. This raises a question for us as we are advertising the position at a range from \$59,000 to \$68,000. Ms. Aisenberg has been in contact with Select Board Chair Joseph Michaud and the town's labor counsel, Howard Greenspan. Neither has said to abandon the current search as advertised. Ms. Aisenberg has contacted the Chair of the Finance Committee to inform him that the Trustees may not be able to negotiate a reduced salary for that position.

Ms. Charrier said that she would like the Trustees to meet in executive session with the Select Board for further discussion of this issue. This was agreeable to the Board, and Ms. Charrier said that she would contact Chairman Michaud to try to get on Monday evening's agenda.

Fire Alarm. Ms. Tansey reported that we were only able to obtain two quotes for the required fire alarm work. The two quotes were sent to Town Hall for their review, and they recommended Garcia, Galuska & DeSousa. We are awaiting a signature sheet so that we can authorize the work.

Building Security. Ms. Tansey presented three quotes for the security system at Southworth Library. Ace Security, \$6,625; All Security, \$15,792; and Rock Electric, \$6,875.21. Ms. Tansey noted that Rock Electric has done most of the electrical work in the building and has our wiring diagram on their computers. If we choose Rock Electric, it is less likely that they will run into any unanticipated problems. A motion was made by Mr. Pereira, seconded by Ms. Carey, and unanimously voted to authorize Rock Electric to do the work and to take the money from State Aid.

New Business

**BOARD OF LIBRARY TRUSTEES
MEETING OF NOVEMBER 10, 2009**

2010-2011 Dartmouth Public Libraries Plan of Service. The plan was reviewed and several semantic changes were recommended. Discussion ensued as to the following paragraph in the Vision Statement:

The vision of the libraries' future must have dreams as well as realistic staffing and resources to blossom. Before the libraries can undertake the new programs desired by the community the staff needs to be recognized for their work. To make possible expansion of collections and services the libraries must have additional resources, including additional paid positions.

It was agreed to move that paragraph to the end of the Vision Statement.

A motion was made by Mr. Bichsel, seconded by Ms. Charrier, and unanimously voted to approve the 2010-2011 Dartmouth Public Libraries Plan of Service as amended.

A motion was made by Ms. Charrier, seconded by Ms. Carey, and unanimously voted to amend the Libraries' Mission Statement, as follows:

Dartmouth residents of all ages and abilities, of all cultural backgrounds and economic levels will have access to innovative library services, delivered in an efficient and effective manner, that will:

- Provide an environment for people to meet and interact with others in the community and to participate in conversation about community issues
- Provide the information services needed to answer their questions related to work, school, and personal life
- Develop their ability to find, evaluate and use information effectively
- Provide materials, programs and services needed to meet their recreational needs
- Provide and retain adequate skilled and friendly staff

Personnel/North Dartmouth Library. Ms. Tansey explained that staffing for the libraries is at an all-time low with the elimination of five desk positions, the Children's Librarian, and the Assistant Director. Existing staff is very stressed with the changes in their job descriptions.

The North Dartmouth Library is currently open 17 hours a week—Monday, Wednesday, and Friday evenings and Tuesday and Thursday mornings. If the North Dartmouth hours were changed to Monday through Thursday, from 1:00 p.m. to 5:00 p.m., we could offer consistent hours to the patrons. Included with this idea is a proposal which would change the staffing of the building from one staff member and one substitute to one Library Associate and a volunteer. Joanne Sousa has agreed to cover the hours of operation of North Dartmouth Library. This will provide her a good opportunity to begin the management of volunteers in a controlled environment. This will also allow better staffing at Southworth Library as we will not be losing one of our people who covers the desk and we will be able to use the substitute hours at Southworth as well. A motion was made by Ms. Carey, seconded by Mr. Pereira, and unanimously voted to approve the above-described plan.

**BOARD OF LIBRARY TRUSTEES
MEETING OF NOVEMBER 10, 2009**

Shade Trees. Mr. Pereira advised that we will be having a visit from Town Planner Donald Perry to mark the area for the planting of shade trees at Southworth. Time is of the essence, but Sylvan Nursery is donating 30 trees to the town, primarily for the State Road/Faunce Corner Road area, but 3 of them could be planted at Southworth. If the proposed spots are agreeable, there is a high school teacher who has a group of students who would volunteer to do the actual planting.

Grants. Mr. Bichsel distributed copies of a "Preliminary Report on Grants and the Dartmouth Public Library. The objectives of Mr. Bichsel's report are to highlight some of the basic facts about grants, the grant-making community, and the current grant picture; to identify important sources of grants as well as effective tools and techniques for accessing them with a sampling of specific grants of possible interest; and to begin a discussion of how the needs and capabilities of the library mesh with the current realities in the world of grants. Mr. Bichsel asked the Trustees to review the document and contact them with any questions or comments.

Ms. Aisenberg suggested that the pursuit of grants could be something that the Foundation might want to assume. Mr. Bichsel noted that grant makers generally prefer dealing with an employee rather than a volunteer because there is likely to be more continuity. Mr. Bichsel said that he would contact the Whaling Museum and the New Bedford Public Libraries, which have been very successful in being awarded grants.

The policies on Behavior in the Library, Safety of Children, and Materials Circulation were held for the next meeting.

The next meeting was scheduled for December 8, 2009, at 5:00 p.m.

Today's meeting was adjourned at 7:25 p.m.

Respectfully submitted,
Audrey Quail
Administrative Clerk