

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

A meeting of the Board of Library Trustees was held at Southworth Library on October 8, 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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Cheryl Bryan, SEMLS Space Planning Consultant. In deference to Ms. Bryan, the Space Planning Recommendations were taken as the first order of business. Ms. Bryan presented a PowerPoint slideshow so that the Trustees could see actual examples of the recommendations. Highlights include:

to make the children's room more engaging so that children will be encouraged to stay in the actual children's room rather than the adjacent storytime room—toys with movable, but not removable parts were discussed, (but the fear of swine flu is causing doctors' offices to remove similar toys from their waiting rooms) and sets of small tables and chairs; also, the signage needs to be lowered and more colorful so as to be kid friendly.

the storytime room should have chairs for kids and adults who might want to read to the children.

the young adult area needs to be set aside as a designated space for teens—enclosed, smaller than the current room, with areas for group work, computer use, and an area for quiet talk. Adults should be discouraged from using the computers in this room, and it should be decorated so that it will be appealing to young adults.

the magazine reading area should have the comfortable seating so that patrons can feel encouraged to sit and browse the magazine collection.

the area facing the parking lot should be enhanced with better seating as the windows afford that area the best light in the building. It was suggested that the couches currently in the young adult area be moved to a comfortable reading nook on the parking lot side of the building.

the staff room is not adequate to provide a place for the staff to get away from the public and relax with a book. It was suggested that the space downstairs be divided to provide an area for meetings and a separate area for staff. The storage collection can be weeded, and shelving can be added upstairs to allow for more books to be easily accessible to the public.

no changes were proposed for the workroom.

The Trustees thanked Ms. Bryan for her recommendations and took the matter under advisement.

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Approval of Minutes. A motion was made by Mr. Bichsel, seconded by Ms. Carey, and unanimously voted to amend and approve the minutes of September 8, 2009

Report of the Financial Secretary for the month of September, 2009. Mr. Pereira reported that he and the Interim Director enjoyed a long conversation last week concerning the state of the FY 2010 budget. 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.

Director's Report for the month of September, 2009. Ms. Tansey reported on the management classes that she and the Senior Librarian are attending. They will conclude on October 15.

Report of the Friends of Dartmouth Libraries. Ms. Beardsley reported on the most recent book and bake sale, and noted that another is being planned for December 5 in conjunction with the library's tree-trimming event.

Report of the Dartmouth Library Foundation. Mr. Pereira explained that the Foundation is planning its annual meeting for November 18. It will feature an Italian dinner and three local authors. Tickets are \$20 per person. The Foundation will also be selling 2 GB flash drives with the Foundation logo—price yet to be determined. Ms. Aisenberg told the board that she had attended the last Foundation meeting to advise them of the goals the Trustees have in mind, including possible projects for the Foundation such as helping with the redesign of the young adult area.

Correspondence.

Philip Lenz, Chairman of the Dartmouth Disability and Accessibility Commission, wrote to inform Ms. Tansey that while the Finance Committee felt that the construction of a sidewalk along our boundary with Sol-E-Mar Street was a worthy project, it would not be appropriating funds for the project at this time. However, the Dartmouth Disability and Accessibility Commission has its own funds available, and they will discuss the matter at their next meeting, which Ms. Tansey will attend.

Ms. Tansey read the letter from Courtney Reveira, who was thanking the library for allowing her to hang her peace display at Southworth.

Incident Report – Library Parking Lot Disagreement. Ms. Tansey reported that there had been an altercation in the parking lot to which police had been called. Ms. Beardsley filled in some more of the details, as she had been present in the parking lot at the time.

Ms. Aisenberg suggested that correspondence be included in the members' packets to allow more time at the meetings.

Old Business.

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FY 2009 State Aid. The financial form and the waiver request packets have been completed. We are awaiting a narrative from the Executive Administrator to accompany our request for waiver. Mr. Iacaponi has assured us that we will have his contribution well before the deadline for submittal.

Director Search/Resume Review. The Search Committee is in the process of reviewing resumes and determining candidates for interviews. It was agreed that the Search Committee will interview the candidates on Monday evenings and the Trustees will be available on the following Tuesdays to interview those candidates recommended by the Committee (only one candidate is from Massachusetts). The first date for interviews was set for October 26.

Security Camera Upgrade at Southworth Library. We are still waiting for proposals on this project.

Fire Alarm Upgrade. We are awaiting proposals for this project as well. This is a little more complicated as it has to be acceptable to the fire district.

New Business

DVD's. Ms. Tansey asked that the trustees consider a change to library policy which allows a patron to check out up to 40 DVD's at a time. We have unfortunately been tapped by some families who have availed themselves of our DVD's and not returned them. Calls and letters go unanswered. Upon motion made and duly seconded, it was unanimously voted to reduce the number of DVD's per checkout to no more than five per checkout.

The remainder of the agenda was held for the next meeting.

Next Meeting. The next meeting was scheduled for Tuesday, November 10, at 5:00 p.m.

Today's meeting was adjourned at 6:55 p.m.

Respectfully submitted,
Audrey Quail
Administrative Clerk