

Jesse M. Smith Library Board of Trustees

Meeting Minutes for 3 August 2005

Meeting called to order at 7:07 pm, Alan Chuman presiding.

Present: Alan Chuman, Sandra Mundy, Cynthia Szymanski, Aaron J. Coutu, Theresa Ward, Kathleen Walsh (Recording)

Absent: G. Wayne Miller, Louis Bonoyer

I. Minutes

A. Minutes of the April meeting were accepted as presented. (motion: AC; 2nd: TW)

B. Correspondence: A Thank You note was received from Mrs. Kerri Savastano on behalf of her son, Tyler, who participated in the Summer Book Buddy program. Mrs. Savastano noted that Tyler's reading skills showed marked improvement as did his enthusiasm for reading, and she credits the library's programming for this change.

II. Reports

A. Treasurer's Report – (attached)

Monthly Report accepted: Fiscal year 04-05 report also submitted and accepted.

B. Director's Report – (attached)

1. Year end circulation statistics show a slight decrease from last year (5%). Registrations and internet/computer use continue to rise. Additions to the collection (3336 items) continue to outweigh discarded items (990).

2. Financial: Levy Trust funds yet to be received. The Blue Cross rate is higher than anticipated (19.6% increase). First quarter appropriation is due this week. Grant-in-Aid approved figure for

Burrillville is \$74,370, up from last year's \$65,836.

3. Building: Problems with AC leaks continue but have been dealt with; and a new alarm was installed on the rear exit downstairs.

4. CLAN will be migrating to a new operating system – III, which should improve the user's experience and allow for improved statistical gathering as well.

5. Year-end circulation report also attached.

C. Assistant Director's Report – (attached)

1. A new Circulation Assistant was hired and began on May 2.

2. The position of library page was vacated suddenly, but was immediately filled by the summer reading program assistant.

D. Library Council – no report

E. Building Committee

The committee continues to meet regularly finalizing plans for the new building, bringing the cost estimate down from 4.9 to 4.6. The Fundraising Committee has also been formed and will be meeting regularly. An e-mail distribution list of all members of all committees and boards will be created so that everyone is aware of activities related to the library.

III. New Business

A. Election of Officers: A motion was made to leave the current slate in office. (Motion to accept, AJC, 2nd TW)

B. 05-06 Holiday/Closings Schedule: Schedule was submitted to the board and was approved (Motion to accept, KW; 2nd AC)

C. Budget: 04-05 closing/transfer of funds; \$9,786.19 was remaining from year. Proposal was made to roll over \$9,000 to the 05-06 budget,

with the balance (\$786.19) moved to the contingency fund. (Motion to accept: TW, 2nd AJC)

D. Budget 05-06: Approval of Operating Budget required. Motion to approve: AC, 2nd: KW. Motion passes unanimously.

E. Discussion of By-Law revision to modify fixed meeting schedule: After lengthy discussion, this item was taken under advisement and will be voted on at the next meeting.

IV. Set Next Meeting

The next regular meeting of the Board was scheduled for Sept. 29, Thursday, at 7:00 pm in the Library.

V. Adjournment

**Motion to adjourn (motion: AC; 2nd AJC) passed unanimously.
Meeting adjourned at 8:30 pm.**