

**Middletown Public Library Board of Trustees**

**Minutes of Meeting – August 20, 2013**

**Middletown Public Library**

**700 West Main Road**

**Middletown, Rhode Island**

**Members Present: Paul LaMond, Chair; Steve Arendt, Vice-Chair; Sally Gauch; Ernest Gibbons; Susan Hester; Ellrony Williams;**

**Others Present: Theresa Coish, Library Director; Susan Connor; Candise Prewitt; Barbara VonVillas, Town Council liaison to the library.**

**Members Absent: Lucie-Anne Dionne-Thomas**

**--Meeting called to order at 6:09 P.M.**

**Disposition of Minutes:**

**--Minutes of July meeting will be addressed at the September meeting.**

**--Executive Session began at 6:10 P.M.**

**--End executive session: 7:28 P.M.**

**--Board voted to go into executive session for the purpose of addressing personnel matters**

**Motion to seal minutes of executive session: Gauch Second: Williams Unanimously carried.**

**In light of the town's baseline for department heads and after a review of salaries for comparable libraries, the Board voted in executive session to increase the Library Director's salary by \$4,500 as a salary adjustment effective 1 Sep 2013.**

**Correspondence received:**

**--Photographer Peter Yalanis, an inspiring photographer of flowers, notably irises, will be sending photos to the Library Director for display at the library. Mr. Yalanis also intends to participate in the community garden sometime in the future.**

**--Artist Joseph Matose conveyed thanks to the library leadership for exhibiting his art work. He has donated works to the library that have been hung in the meeting room.**

**--Safety Town 2013 sent word of appreciation to the library for its support in the form of loaning books that were used during Middletown's 10th annual Safety Town program from 13 to 16 Aug 2013.**

**Director's report:**

**Discussed content of circulated report comments.**

**Huge increases in programs and services have occurred.**

**--Children's summer reading registration exceeded last year by 11%.**

**--FY13 attendance for all children's programs increased by 41%.**

**--Increases in services for July 2013 compared to July 2012 included increases of 15% in total circulation, 23% in loaned books, 30% in total reference, and 45% in technology assistance. Digital downloads more than doubled from 424 to 913.**

**The dedication of the meeting room on 11 Aug 2013 to hereafter be known as the Norman & Gillian Hall Community Room was a signature community event and hallmark in the life of the library and community.**

**The Middletown Public Library will host the fall meeting of the Ocean State Libraries on 5 Sep 2013.**

**The final expenditures of line items in the FY13 budget were sent to the Budget Committee.**

**In compliance with Board policy for unobligated funds at the end of the FY, the library contributed \$28,754 to the unfunded pension liability.**

**Mr. Joseph Matose donated one painting, St. George Sunset, in memory of Norman Hall.**

**Distributed to Board members was the accumulated FY14 expenditures report.**

**Program Goals & Objectives from FY11 to FY13 are exceeding targets with significant concomitant resource reductions.**

**--Total circulation increased by 11% (157,625 to 175,314), exceeding the goal of 9%.**

**--Children's program attendance increased by 41% (1,350 to 5,140), exceeding the goal of 10%.**

**--The energy budget declined by 21% (\$53,688 to \$42,525).**

**--The energy budget expenses declined by 10% (\$46,906 to \$42,077).**

**Two building maintenance matters of concern persist. The sink in the women's restroom located outside the meeting room came away from the wall. The toilet in the girls' restroom located in the children's area would not stop running. Both were duly repaired but remain a truly troublesome expense if the problems recur.**

**Significant improvements have occurred on the library's website.**

**Library assistant vacancy is in progress of being filled.**

**New photocopier is now in operation, producing quality materials at**

**great cost savings.**

**Motion to accept Director's Report: Hester Second: Gauch.  
Unanimously carried.**

**Committee reports:**

**--Budget Committee, Contract Negotiations, Director's Evaluation,  
and Policy review Committee: No report.**

**--Friends Liaison: The Friends contributed \$175 to cover the cost of  
the sign and videographer fee for the meeting room dedication. The  
Town Council contributed \$200 towards the \$330 sign.**

**Unfinished Business: None**

**New Business: None**

**Public presentation to or discussion with the Board: None**

**Announcements:**

**--The next regularly scheduled Board meeting will take place on  
Tuesday, September 17, 2013 at 6:00 P.M., at the Library.**

**--Motion to adjourn: Hester Second: LaMond Unanimously**

**carried**

**Meeting adjourned at 7:56 P.M.**

**Respectfully submitted,**

***/s/***

**Steve Arendt for**

**Lucie-Anne Dionne-Thomas**

**Secretary**