

Middletown Public Library Board of Trustees

Minutes of Meeting – October 21, 2014

Middletown Public Library

700 West Main Road

Middletown, Rhode Island

Members Present: Steve Arendt, Chair; Ellrony Williams; Ernest Gibbons; Robert Crump; Lucie-Anne Dionne-Thomas; Sally Gauch; Susan Hester

Others Present: Theresa Coish, Library Director; Candise Pruitt; Barbara VonVillas, Town Council liaison to the library.

Member Absent: None

Others Absent: Sue Connor

--Meeting called to order at 6:03 P.M. by Steve Arendt, Chair.

Disposition of Minutes:

--Minutes of September 16, 2014 meeting reviewed. Motion to accept: Gauch Second: Hester. Unanimously carried.

Correspondence received: Note of thanks and reimbursement of fines

from Michelle Cyr who has moved to VA with the military; thanks from the LaMond family and enclosed donations to library that came to their home; another thank you from MLK Jr. Center for donation of 362 lbs. of non-perishable food items with added note thanking Paul LaMond for starting the program. NEARI letter from Linda LaClair stating that the union wishes to meet for purposes of negotiating a successor agreement to the current contract which expires June 30, 2015. Thank you from Mr. Sis Courtsal for instructions in using an iPad.

Director's progress and financial reports on the library: Theresa Coish orally reviewed information provided in her Director's Report. FY 15 proposed budget distributed separately. Additional items: Nov. 1 interested gardeners will meet for fall planting. Candise Pruitt spoke of outreach program plans to visit each classroom; the outreach program will be conducted in addition to the summer reading program. Grades K and 1 from Pennfield School will be coming to visit the library and will be handed library cards which have been previously authorized by their parents. Oct. 2 the bookmobile came to the library and it was a very positive event; of the 3 communities, Middletown had the highest number of visitors. Another Sat. in Nov. there will be another visit and another workshop to teach use of digital devices. Adding wireless use to PC Reservations will show increase in use. There was a discussion related to having a collection service collect value of long overdue items which is currently \$9,075.00 (not including fines). Theresa circulated an example from

Unique Management Services, Inc. which is the company being used currently in at least two other RI library communities to collect value of overdue items. These communities have experienced positive results.

Motion to accept Director's Report: Gauch Second: Dionne-Thomas. Unanimously carried.

Committee reports:

--Budget Committee: Steve Arendt asked for one more member of the budget committee and will accept a volunteer or nominate someone at the Nov. 2014 meeting.

--Contract Negotiations: By the Nov. 2014 meeting, there will be a need to name a new member for this committee. Volunteers are welcome to indicate interest.

--Director's Evaluation: No report.

--Friends Liaison: Decided at September meeting not to proceed with staff scholarship; the \$3K set aside for that purpose, the Friends will give to the Director to do as she wishes. Friends are making plans to hold the annual meeting with a speaker on the first Friday in March of 2015.

--Policy Review: No report. Will need a fee for service policy for 3-D printing equipment.

Unfinished Business: Letter of Agreement for use of the building by the Friends: there is a group that uses space at Kennedy School through a \$-0- lease service; applying that principle to Friends makes sense. The draft agreement from Friends was re-written with \$-0- lease agreement provision. Lynne Dible is circulating the revised draft for review by several parties. Once review is completed, the agreement will be presented to board then later with the Friends.

New Business: Garden and procedure for handling overdue items was already discussed. It appears to be wise to consider a plan for recovery of fees for lost books; therefore, Theresa will pursue further engaging a company such as Unique Management Services, Inc. and report back to the board with a recommendation at a later meeting. Wireless printing from home at library has been going on for a month and is working out very well. As noted earlier in this report, reporting on this in the future will likely increase PC Reservation statistics.

Public presentation to or discussion with the Board: Barbara von Villas attended Child and Family Annual meeting and Mr. Gibbons was honored as Volunteer of the Year.

Announcements:

--The next regularly scheduled Board meeting will take place on Tuesday, November 18, 2014 at 6:00 P.M., at the Library.

**--Motion to adjourn: Dionne-Thomas Second: Hester
Unanimously carried**

Meeting adjourned at 7:32 P.M.

Respectfully submitted,

/s/

Lucie-Anne Dionne-Thomas

Secretary