

Middletown Public Library Board of Trustees

Minutes of Meeting –November 15, 2016

Middletown Public Library

700 West Main Road

Middletown, Rhode Island

Members Present: Steve Arendt, Chair; Lucie-Anne Dionne-Thomas; Susan Hester; Sally Gauch; Christine Bagley; Ellrony Williams

Other(s) Present: Theresa Coish, Library Director; Sue Connor; Barbara VonVillas, Town Council liaison to the library

Members Absent: Ernest Gibbons

Other(s) Absent: Candise Pruitt (on leave)

--Meeting called to order at 6:02 p.m. by Steve Arendt, Chair.

Disposition of Minutes:

Motion to accept minutes of October 18, 2016 meeting: Hester.

Second: Williams. Unanimously carried.

Correspondence received: MLK Community Center thanks for 110 lbs. of non-perishable food.

Motion to accept correspondence: Dionne-Thomas. Second: Hester. Unanimously carried.

Director's progress and financial reports on the library: Theresa Coish orally reviewed information provided in her Director's Report. She also introduced Pam Flint, new circulation supervisor, who came to meet us all. Pam began her new position on Nov. 4, 2016. Ann Marie, former circulation supervisor, is working on an as needed basis and will assist in training Pam. In December, Pam will work with Sue Connor to learn how the statistics are compiled.

Additional information: Meeting on greenhouse installation will take place after Thanksgiving.

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

Committee reports:

--Budget Committee: Week after Thanksgiving (Tuesday or Wednesday or Friday) the committee will meet with the town administrator to discuss the preparation of the FY18 draft budget. The draft budget will be presented to the board either during the regular December or January meeting. Theresa said they purchased 8 new laptops and that came with grant in aid funds; 12 VDIs from

Ocean State libraries are located in public computer area; patrons prefer to use regular PCs because VDIs freeze; VDIs are also hard to maintain; Champlin foundation will no longer fund VDIs; if we want to continue, it will cost \$263 per unit for VDIs; Theresa believes it is prudent not continue with them and she received consensus of board on that matter. Some of the planned computer-related purchases for FY19 will need to be bought in FY18.

Sue Connor noted one of the significant issues with the VDIs is that security is only monitored once per day so private information of users can be compromised. Legacy machines are not a problem as security is updated after each use.

Sue Connor also commented on a very successful 3-D printing program that included not only minor children but an 86 year old man who was very enthusiastic.

--Director's Evaluation: None

--Friends Liaison: None; next meeting scheduled for November 16, 2016. Slate of officers is being prepared for recommendation at the annual meeting.

--Policy Review: None

Unfinished Business: 1) Theresa and Steve met with Dr. William

Jones about his donation. He would like a place that is acoustically correct on Aquidneck Island for persons to enjoy music. Mentioned how beautifully his Victrola worked and is willing to do some presentations. He also assured Steve and Theresa that this is not a “package deal.” They discussed the quality of equipment. Dr. Jones also said he would support recognition by a suitable plaque in lieu of naming rights given resourcing of the project. He was informed that the library could not accommodate a recital hall without involvement of the town. Dr. Jones noted that a recital hall would not have to be fancy or large. He was thinking of room for seating 100 – 125 persons. “Affordable place for music” is what he foresees. Steve reiterated his conversation with Shawn which reflected positively upon this need for the town. Dr. Jones is working with attorney Melissa Green to set up an estate plan and she advised Dr. Jones that he needed an agreement to set up a donation.

2) Status of Volunteer’s Handbook: Steve and Theresa met with Shawn. Talked about board as appointees not elected officials. Shawn had indicated to Steve and Theresa that this issue of a having a handbook came about in an effort to limit the town’s liability for volunteers. Discussion among Shawn, Steve and Theresa was constructive; ideas expressed were deemed worthy of further review. Board members will await word before considering the matter further.

New Business: None

Public presentation to or discussion with the Board: None.

Announcements:

--The next regularly scheduled Board meeting will take place on Tuesday, December 20, 2016 at 6:00 P.M. at the Library.

--Motion to adjourn: Dionne-Thomas. Second: Gauch. Unanimously carried.

Meeting adjourned at 7:20 P.M.

Respectfully submitted,

/s/

Lucie-Anne Dionne-Thomas

Secretary