

**Minutes of the Jones Library and the Town Libraries' Board of Trustees  
Annual Meeting: April 5, 2011  
Trustees' Room of the Jones Library**

**Trustees Present:** Sarah McKee, President; Austin Sarat, Chris Hoffmann, Emily Lewis, Michael Wolff.

**Trustees Absent:** Carol Gray

**Staff Present:** Tevis Kimball, Acting Library Director; Sondra Radosh, Children's Librarian; George Hicks, Facilities Supervisor

**Called to Order:** 7:01 p.m.

**Action item:** New trustees to receive tour of library from Acting Director

**Motion:**

Moved to accept the DiMauro bid of \$10,930 to replace the carpets in the front foyer.  
(CH/MW) approved 5-0

**Opening:**

As current Vice President, Emily Lewis opened the meeting.

**Public Comments:**

Walter Wolnick pointed out the importance of having trustees take part in the Budget Coordinating Group and hoped the new trustees would review the recently produced documents produced by that group to quickly come up to speed on the budget.

**Introductions:**

Ms Lewis expressed her thanks to former trustee Pat Holland for her many years of service to the board. The board intends to prepare a more formal way to recognize her term. She welcomed the trustees, Austin Sarat (appointed to replace Kathy Wang until the 2012 election) and Michael Wolff (elected to a three year term). The trustees then briefly introduced themselves to each other.

**Election of Officers:**

After a brief description of the responsibilities of the positions, the following officers were elected:

- President: Sarah McKee (EL/MW) approved 5-0
- Vice President: Austin Sarat (SM/CH) approved 5-0
- Treasurer: Michael Wolff (MW/CH) approved 5-0
- Clerk: Chris Hoffmann (SM/EL) approved 5-0

As soon as her election was confirmed, President McKee assumed responsibility for chairing the meeting.

**Committee Assignments:**

The Board informally agreed to committee assignments. These were

- BCG: Hoffmann and McKee
- Burnett Gallery: Lewis
- Green: Lewis
- Friends: Hoffmann
- JCPC: Lewis, Hoffmann
- Personnel: McKee (apparently must be the President)
- Carpet: Lewis
- Search: McKee, Wolff, Sarat (with others encouraged to attend unofficially)
- Development: Wolff, Sarat, McKee, Hoffmann, plus Acting Director

Mr. Hoffmann asked how the proposed committee reorganizations would affect this. Ms McKee said we would continue to work on the reorganization and assignments may change as a result.

Mr Sarat asked about purposes and composition of Search Committee. Ms Lewis thought the charge needed to be clarified and the composition of the committee perhaps should change now that it is moving to stage of reviewing candidates. In particular, Mr Sarat pointed out that the purpose of the committee is changing from simply preparing a job description into a time where it is expected to evaluate candidates and make recommendations to the whole board; this may require different skills than before. Ms Kimball emphasized the importance of this committee in determining the library's future.

**Treasurer's Report:** The endowment figures were not available, but would be sent as soon as they were received. (After the meeting these were later determined to be: the endowment balance as of April 5, 2011 was \$8,604,732.70; included is the Woodbury gift valued at \$587,187.69.)

The Acting Director reported that the Annual Fund is at \$41,000, short of goal by \$19,000.

The President also mentioned that a CPA firm was going to come in to evaluate our processes after tax day. We had voted enough money for two day's work, but that this may not be sufficient. The Acting Director said that Sandy Pooler, the Town Finance Director, was going to look into our records but has not yet had a chance, and it would make sense to wait until he has so we have a better understanding of what issues, if any, the CPA should be looking at.

**Director's Report:** Ms Kimball welcomed the new members and declared that this was an exciting time for the library. It was a chance to reinvent the library. And it will have to face some tough issues, such as hiring a new director and deciding what services can realistically be provided by the Jones System. She read a note from a patron emphasizing the importance of the library to her.

Mr. Wolff noted that the Jones is kind of invisible in town and we need a drive to make the library a bigger part of the community. He referred to the Jones as a “sixth college”.

**Capital Plan:** Mr. Hicks reported on the Capital Plan. Some items (copier, infrastructure repairs) are essentially automatic and are simply our share of what the town decides on. The HVAC work (cooling tower repair) would hope to be done in fall. This will lock us into current HVAC system as we can’t wait for geothermal investigation before getting repairs done. Money has been approved for insulation, but this will be concentrated on special collections for now.

The town asked for FY 12 JCPC requests to be lean, so the requests for FY12 are lean. Ms McKee noted that carpet work had been moved into the following year. When repairing the roof it became clear that the chimneys needed much more work than expected. Though the Historical Commission did not recommend spending CPA funds on this, the CPA Committee did support this request and Town Meeting will vote to approve it. The staff is being asked for input on capital needs in future years.

**Five Year Plan:** Ms Kimball distributed copies of our current Five Year Plan, with items that were to be done this year highlighted in red. She pointed out that a key goal is owned by the Trustees – we need a development plan. Can we do it ourselves, or do we need professionals? She expressed the opinion that we need to build teamwork with outside groups and the town and that Town Manager John Musante is inviting the library to participate in a partnership with the town.

Part of the plan says we should apply for three grants to be applied for. Currently we only have one LSTA grant application, and we are only allowed one application to LSTA at a time. A big issue is how we will seek out new grant opportunities.

**Woodbury Gift:** We still need to get an approval process approved as well as get details on the expenditures requested for the currently proposed renovations for the downstairs meeting room. The Friends had a draft of an agreement that they wanted to propose and were going to continue working on it. Ms Lewis agreed to talk with the President of the Friends to see what the next step would be.

**Publicity:** Ms McKee has been looking into the possibility of putting a banner in front of the library. A graphics designer has volunteered her time to design the banner. It wasn’t clear how much this would cost, but Ms Lewis did not think it would be very expensive.

## **Committee Reports:**

Carpet Committee: Had received two bids for the front, foyer stairs, and stairs to staff room. Summerlin bid \$15,694, and DiMauro bid \$10,930. Ms Lewis reported that DiMauro had been very responsive as well. The board approved the DiMauro bid unanimously (see **Motions**) above. The also estimated it would cost \$75,000 to do the entire first floor. Mr. Hicks will try to schedule the work so it will have minimal disruption on patrons.

Green Committee: Ms Lewis will be working at the Sustainability Fair on the Town Commons on 4/23, with membership forms and selling merchandise from the Friends in addition to advertising the Jones' commitment to being green.

**Future Meetings:** The board agreed to meet briefly on April 12<sup>th</sup> at 5:30pm to make a final vote on the budget.

Adjourned at 9:25 p.m. (SM/CH)

Respectfully submitted,

Chris Hoffmann, Clerk

Public Documents: