

Meeting of the Jones Library and the Town Libraries' Board of Trustees  
November 8, 2011 in the Trustees' Room

Trustees Present: Sarah McKee, President; Emily Lewis; Christopher Hoffmann; Michael Wolff. Absent: Austin Sarat, Carol Gray.

Also Present: Sharon Sharry, Library Director; Tina Swift; George Hicks; Scott Merzbach (Press); Sondra Radosh

**Motions:**

**Approved:** To accept the October 6, 2011 minutes as written. Motion by Emily, second by Michael. **Vote:** All ayes.

**Motion:** To approve the minutes of the Four Boards meeting of October 12, 2011 as written. Motion by Michael, second by Sarah. **Vote:** All ayes.

**Approved:** To approve the FY12 Action Plan. Motion by Chris Hoffmann, second by Emily Lewis. **Vote:** All ayes.

**Approved:** To authorize \$3,240.00 be expended from the BE and R fund. If there is not enough in the BE & R account, the funds will be drawn from FY11 draw. Motion by Ms. McKee, second by Ms. Lewis. **Vote:** All ayes. (5)

**Approved:** To authorize \$500 payable to George Hicks for use of his truck for snowplowing this winter. Motion by Chris, second by Michael Wolff. **Vote:** All ayes.

**Approved:** That Sarah McKee speak with Lucy McMurrer, inviting representation from the Friends of the Jones Library System to be at the table, an important seat, with the Trustees at board meetings. Motion by Ms. Lewis, second by Mr. Hoffmann. **Vote:** All ayes.

**Approved:** To ask the Robert Frost Teaching Chair Committee to move its money into a local bank. Motion by Emily Lewis, second by Chris Hoffmann. **Vote:** All ayes.

**Approved:** To invite the Boston College Educational Seismology person to come at her earliest convenience (a Friday in February) and to invite the Town. Motion by Emily Lewis, second by Chris Hoffmann. **Vote:** All ayes.

**Approved:** To delegate handling the annual fund drive to the Development Committee. Motion by Mr. Hoffmann, second by Mr. Wolff. **Vote:** All ayes.

**Approved:** Add to Section C: If there is an in-person interview of a bargaining unit staff member, a union rep may attend. Move: Where responses are anonymous, response forms should indicate basic employment status to section C. Motion by Ms. Lewis, second by Mr. Wolff. **Vote:** All ayes.

The meeting was called to order at 5:04 p.m.

Changes to the agenda: None.

Consideration of Minutes of October 6, 2011. **Motion:** To accept the minutes as written. Motion by Emily, second by Michael. **Vote:** All ayes.

Consideration of Four Boards meeting of Oct. 12, 2011. **Motion:** To approve the minutes as written. Motion by Mr. Wolff, second by Ms. McKee. **Vote:** All ayes.

Public comment: None.

President's Report: All trustees are asked to sign a letter to the Mayor of Kanegasaki, congratulating them on their tenth anniversary of their Emily Dickinson collection. The Trustees need to sign a thank you to the Friends of the Jones Library and Mr. William Meyers for the restoration of the frame of the English Lord. Mr. Hicks will send a fruit basket as thanks (from the Library).

Ms. McKee wants to discuss the ten year future of the Library next month.

Old Business: BID – The Trustees signed on to the application for the BID as a property owner. One advantage to the Library might be a communal approach to parking, bike racks, and public transportation to the Library. Non profit properties will have “negotiated fee agreements” which have not been put in place. This is a work in progress, according to Ms. McKee. The Trustees can opt out of the BID until November 23 rd.

Trustee Meeting Dates: Ms. McKee proposed meeting on the first Wednesday of every month from 5:00 p.m. to 6:30 p.m. and this is: December 7, January 4, 2012; February 1; March 7, April 4, May 2, and June 6. The Trustees agreed by consensus. These meetings will be held in the Large Meeting Room to accommodate the Open Meeting Law.

Trustee Agenda Process: Ms. McKee likes this procedure which outlines Ms. Sharry's finalizing the agenda with the President and providing packets to the Trustees two weeks before each meeting. Ms. Sharry noted that the Trustees do not have to print any of the packet because the Office will do that. This document will be included in a “new trustee packet” which the Trustees will compile. This procedure was adopted by consensus.

FY2012 Action Plan: Ms. Sharry described the document as it was amended by the interim team. The PPP and Building and Facilities Committee added items. Ms. Sharry asked for approval so she could mail the document to the MBLC.

**Motion:** To approve the FY12 Action Plan. Motion by Mr. Hoffmann, second by Ms. Lewis. **Vote:** All ayes.

Atrium Skylight Repair: George Hicks told the Trustees that about two years ago, he had sought bids for recaulking the atrium skylight. The worse two sides were successfully repaired, but now we need to repair the other two sides and the bid is \$3,240.00.

**Motion:** To authorize \$3,240.00 be expended from the BE and R fund. If there is not enough in the BE & R account, the funds will be drawn from FY11 draw. Motion by Ms. McKee, second by Ms. Lewis. **Vote:** All ayes.

Winter Snow: Ms. Sharry suggested giving George Hicks a stipend to use his truck for snowplowing. Ms. Sharry also suggested trading the Library van for a truck which could be used for snow plowing and deliveries to the branches. Ms. Sharry proposed giving Mr. Hicks a stipend for this year and she would like to ask the DPW for their most recently retired truck for next year. Mr. Hicks thinks a truck is more practical than the van.

**Motion:** To authorize \$500 payable to George Hicks for use of his truck for snowplowing this winter. Motion by Mr. Hoffmann, second by Mr. Wolff. **Vote:** All ayes.

**Motion:** That Sarah McKee speak with Lucy McMurrer, inviting representation from the Friends of the Jones Library System to be at the table, an important seat, with the Trustees at board meetings. Motion by Ms. Lewis, second by Mr. Hoffmann. **Vote:** All ayes.

Ms. McKee reminded the Trustees that the President of the Trustees is also the Chair of the Robert Frost Teaching Chair Committee, funded in the 1960's. The trust is approximately \$101,000 and two teachers have received awards this year. See: document 6 (attached). The money is now held at the Bank of America in Springfield, according to Ms. McKee. This is a committee of three: The President of Amherst College, The President of the Jones Library Trustees, and the President of UMass. They may move the money out of the Bank of America.

**Motion:** To ask the Robert Frost Teaching Chair Committee to move its money into a local bank. Motion by Emily Lewis, second by Chris Hoffmann. **Vote:** All ayes. Ms. McKee will write to the other two presidents and will speak to trust officers at the PeoplesBank.

The Boston College Seismology Project: They wish to place a seismograph in the Library. This project has been run by volunteers for ten years in order to inspire and educate future scientists. A seismologist will train local teachers and Library staff how to use the equipment which lasts for ten years. The cost is \$10,000 which most libraries offset with grants. There is no commitment on the part of the Library until at least half of the money has been raised. The first step is to have a presentation from the project leader to see if the Library wishes to do this. Ms. Lewis stated that she does not think Library funds should be used – only grants or all of the Town entities contribute.

**Motion:** To invite the Boston College Educational Seismology person to come at her earliest convenience (a Friday in February) and to invite the Town. Motion by Emily Lewis, second by Chris Hoffmann. **Vote:** All ayes.

BCG Report: See document #9. Ms. McKee found the meeting interesting, congenial, and collegial. The budget development calendar is on page 10. At the BCG meeting, Ms. Sharry noted that the endowment had declined and she asked the BCG if the Town would step up its contribution in accordance to make up the deficit. Mr. Pooler, Finance

Director, has taken the Library off the budget timeline because the Trustees had not agreed to the original date. By consensus, the Trustees will let the calendar stand.

Building and Facilities Committee: This committee wants to look into geothermal for the North Amherst Library. Ms. Lewis would like to see a presentation on this, but not by a purveyor of geothermal systems. This committee wants a tickler system for Town meetings (such as is on the Town web site). George Hicks was invited to the table to speak and explain that he could not complete items from the five year plan and to talk about the CPAC proposals. Ms. Sharry has concerns about trying to put together a CPAC proposal for FY13 and would rather expend what is in place. There was no committee vote on this.

In FY14, the Library might want CPAC to fund interior wood work restoration, art restoration, making NAL handicapped accessible. With the current time constraints, it would be better to give the Historical Commission a heads up now for the FY14 possibilities.

Front Door: Should it be closed during the winter due to falling snow? Mr. Hicks has concerns about number of exits needed for public access. Mr. Hicks said he would continue to post warnings and block off severe conditions. No action.

Development Committee: If approved, the Development Committee will send a smaller fundraising mailer. They would get this in the mail by December. Will the Board authorize Ms. Sharry and Ms. Lewis to work with the Friends of the Jones Library to avoid duplicate mailing?

**Motion:** To delegate handling the annual fund drive to the Development Committee. Motion by Mr. Hoffmann, second by Mr. Wolff. **Vote:** All ayes.

Board of Trustee Policy for the Annual Evaluation of the Library Director: Ms. McKee thanked the PPP for its work on this procedure. The PPP is clear that the Board must authorize this procedure and the PPP will then do the legwork.

**Motion:** Add to Section C: If there is an in-person interview of a bargaining unit staff member, a union rep may attend. Move: Where responses are anonymous, response forms should indicate basic employment status to section C. Motion by Ms. Lewis, second by Mr. Wolff. **Vote:** All ayes.

Director's Report: Ms. Sharry is working on the budget and Ms. McKee asked her to provide a program budget.

The meeting adjourned at 6:52 p.m.  
Respectfully submitted,  
Chris Hoffmann

