

DRAFT
approved
6/15/10
with edits

**Trustees of the Jones Library, Inc. and the Town Libraries
Minutes of Meeting on Tuesday, 4 May 2010
Trustees' Room, Jones Library**

Trustees Present: Patricia Holland, President; Carol Gray, Emily Lewis, Kathleen Wang arr. 7:11 p.m., Chris Hoffman arr. 7:14 p.m., Sarah McKee

Staff Present: Library Director Bonnie Isman; Children's Librarian Sondra Radosh, in charge of children through age 14; Maggie Spiegel arr. 7:38 p.m., Carolyn Platt arr. 7:41 p.m.

Meeting called to order: 7:06 p.m.

Public Comment: None

Minutes: Moved to meeting on 1 June.

Middle School Students: Director Isman will get an update on this situation from staff. Police have been called to the Jones just the one time.

The \$20,000 grant over 2 years from the Mass. Board of Library Commissioners for teen programs requires a survey of teens and a Teen Advisory Board. Carol Gray will organize a teen pizza party with donated pizza in the Lower Level Meeting Room for Friday, 11 June from 3 - 5 p.m. to recruit teens.

Trustee Consensus: Go ahead with party; create committee for teens after we recruit some teens. Age of teens: Kathleen Wang noted that middle and high school students are two different populations.

Update by Director Isman: she & Ms. Radosh recently attended a Town meeting at the Boys' & Girls' Club. This rents space at the Knights of Columbus with computers on 1st floor; sports stuff on 2nd floor. Nancy Pagano from Amherst Senior Center: kids reserve space at Sr. Center pool tables by leaving their back packs as collateral.

The Boys' and Girls' Club has an annual fee though it can be free if parents sign a form. The Club finds that some teens are hungry: it stocks dinners. No agency dealing with teens has yet approached the Amherst College Volunteer Office for help with teen programs. All agencies dealing with teens see more of them in winter.

Treasurer's Report: Will come by email.

Director's Report:

* Monthly Operating Expense Report for 04-2010, through week 44 of fiscal year, attached. Gift money for extra help can roll over to FY2011. North Amherst librarian Maggie Spiegel will see what it would cost to open N.A. for another afternoon in summer. Carol Gray asked cost for opening the Jones another evening.

- * Re book money, nothing carries forward to the next fiscal year without Trustees' OK
- * Friends' money for training, a grant, is off-budget
- * Room rentals & other unpredictable things aren't on these operating expense reports. Rental income goes to upkeep of rooms, e.g., tuning the piano a few times per year. We're seeing less room rental income as staff require \$30. per hour for after hours work for this.
 - * Town Selection & Promotions policy, attached .
 - * Windows of Jones: Architect Bill Gillen posted the Request for Proposal, with a start time of mid-May, and end date of October 25th; checked contractor references. The \$4,500 for architectural costs comes out of Town money.
 - * Roof : emergency repairs to be completed this month, with CPAC money
 - * HVAC study - mechanical engineer Julia Weatherby, ongoing
 - * HVAC maintenance is by Grodsky
 - * Carpet plan - architect Erika Geiss of Kuhn, Riddle is assisting
 - * Vacancy: The Head of Reference has not yet resigned. So her job cannot be posted. Ms. Gray and Ms. Lewis want diversity in hiring. Director Isman: there are some diverse websites for hiring.

Director's Evaluation: Town Meeting interrupted this. The committee gave an interim report on March 16. It will complete its draft ASAP.

Personnel - Hiring: Will visit later.

Rental of 3rd Floor Room: Board OKd \$450. rent to increase likelihood of rental.

Cards: For Mike McCoy, son of Munson librarian Sue McCoy; Patricia Holland will write. To 250th Anniversary Committee for Parade DVDs, S. McKee will write.

Minutes: to be available one week before the meeting at which they are considered.

Upcoming Meetings:

- May 13th: Development Committee, 7:30 p.m.
- May 18th: Trustees' meeting with Romano, Pascucci, auditors, 7 p.m.
- May 19th: Long Range Planning Committee of Holland, Hoffmann, Gray, & Isman: 7 p.m. and every other Wednesday until done: Downstairs Meeting Room.
- June 1st: Next Trustees' meeting;

Adjourned: 9:20 p.m.

Respectfully submitted, Sarah McKee, Clerk

Adopted by Trustees at their meeting on _____, 2010.