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The Boards of Trustees of The Jones Library and of the Town Library

August 4, 2010, 7:00 p.m. Large Meeting Room of the Jones Library

Trustees Present: Patricia Holland, President; Kathleen Wang; Chris Hoffmann; Carol Gray; Sarah McKee; Emily Lewis

Trustees Absent: None.

Staff: Library Director Bonnie Isman

Taped by Ms. Gray; Videotaped by Mr. Hoffmann.

Public; Press

Called to Order: 7:02 p.m.

Minutes:

- June 15, 2010: Approved previously. Ms. Cheryl Wilson has however informed the Trustees that the Amherst Garden Club is not the official sponsor of the new garden at the North Amherst Library; as the June 15 minutes had stated. Ms. Gray moved to reconsider the 15 June minutes and to accept Ms. Wilson's correction. Mr. Hoffmann seconded. All Ayes. Thanks to Ms. Wilson for setting things straight.

Public Comment:

- Ms. Nancy Gregg, a member of the public and a former Trustee, presented a Petition, dated August 3, 2010, asking for a committee to review the procedures used in evaluating the Library Director. Ms. Holland: My goal is to keep the Library as good as it's been and to make it better; mentioned suggestions by Ms. Cheryl Wilson, Trustee President from 1984 - 1992. For the short term, Ms. Holland wants a process with an advisor/consultant.
- Mr. John Coull: Has served on many boards and committees, and as director of a non-profit that reported to a board. Thinks that some members of the board may misunderstand the board / executive director roles. The objective of evaluation is not possibly to conclude employment of a long-term director, but for trustees to communicate policies and direction to the staff. Ms. Holland: Trustees have a dilemma. The evaluation must remain confidential. It has been discussed with Ms. Isman. In no way does it call for her resignation. The Evaluation Committee has drafted a brief letter to the Springfield Republican, calling into question points in a recent article it ran.
- Ms. Tina Swift: Library staff who are members of the Service Employees International Union are concerned, and request copies of the notes taken by Trustees during staff interviews for the Director's evaluation.

Bid Proposal for new Atrium elevator controls: Ms. Isman: The proposal from Robt. W. Hall Consulting Engineers, Inc., of Agawam, dated July 23, 2010, to draft specifications for \$6,840, per Stan Russen of that firm does include all services included in the proposal from Lindgren & Sharples, P.C., consulting engineers of Springfield, MA. Hall can get the specs done in three weeks, i.e., by 20 August. Ms. Gray: Mechanical engineer Julia Weatherby of Lindgren & Sharples, whose bid was more than \$8,000 and would start a month later, said that we need to change the specs to include a fire alarm, which is legally required, and thinks that we don't need a new motor, and maybe not a new ventilator, either.

Ms. Holland moved to accept the proposal from R.W. Hall. Ms. Lewis seconded. All Ayes.

Patron hit by snow or ice: Town Counsel told the Trustees to send her claim to the insurance company. Ms. Isman will check with Theresa Fleurant in Town Hall, who handles insurance, as to how to contact the insurance company.

Annual Audit: Ms. Isman: Romano & Pascucci, P.C., the Library's outside auditors, have finally sent the FY2009 management letter & have reviewed it with Ms. Swift. The auditors have submitted a proposal to do this year's audit for \$6,000, a small increase, plus \$1,500 to do the quarterly calculation of investment results for posting to the Library's books and records. Ms. Gray: Moves to hire Romano & Pascucci to do the FY2010 audit only. Seconded by Ms. Holland. All Ayes. Consensus: We will investigate accountants to do the quarterly investment calculations, and punt to the next meeting.

Preservation Restriction on Jones Library: Town Meeting appropriations pursuant to the Community Preservation Act (CPA) are conditioned on the recipient's grant of an historic preservation restriction on the building on which the CPA money is to be used. Ms. Gray: Draft preservation restriction from Town Hall for CPA money for Jones Library slate roof repair and new HVAC controls for Special Collections fails to exclude the new part of the Jones Library constructed in the early 1990s. Per the Massachusetts Historical Commission in Boston, preservation restrictions go only on the old part of a building, not on the new: see the Historic Preservation Restriction dated 1 October 2009 between the Nantucket Preservation Trust, Inc. and the First Congregational Church in Nantucket, which Ms. Gray obtained this afternoon. Ms. Isman: Town Planner Jonathan Tucker said that the preservation restriction was a work in progress - he still needs original deeds. Ms. Holland: What is the effect of excluding the new part of the Jones? Ms. Gray: Per the Mass. Historical Commission representative, if the preservation restriction excludes the new part, Trustees needn't run any changes to it past the Amherst Historical Commission. Ms. Gray will email a copy of the Nantucket historic preservation restriction to Ms. Isman.

Disability Access Advisory Committee (DAAC) – request to modify Jones Library driveway: Discussion, whether to combine a project of repainting spaces in the Jones Library driveway for better accommodation of handicapped vans with replacement of broken 2" x 4" in rail by ramp from crosswalk in front of the Jones up to the sidewalk level. There was also a question of making a van drop-off place on the street, at the top of the ramp. It would take about 20' long for a viable van spot. Per Nate Malloy in the Town Planning Office, it looks as if a regular van spot is not viable. Ms. Gray: DAAC says that it's hard to turn the van around in the Jones Library driveway – we'd need to make a curb cut. Ms. Isman had photos of the Jones Library driveway showing how new lines could be painted on it. Per Ms. Isman, the Town might be willing to put two 15 minute free parking spaces in front of the Jones Library. Idea not pursued.

Ms. Gray moved that we paint parking space No. 5 with striped lines & designate parking space No. 4 as handicapped for a van. Parking space 6 would remain designated for the handicapped. Ms. Lewis seconded. All Ayes.

Joint Capital Planning Committee and Community Preservation Act project requests: Ms. Gray is willing to draft a proposed time line for preparing these. Deferred to the next meeting.

Policy on Service to Towns whose libraries lack state certification: Orange passed its override, so its library will be certified. Ms. Isman: In the past, there have been some "non-participating" towns whose residents the Jones charged for cards. But now other towns are asking what Amherst would do if they lose their certification. In these cases, it's more popular to deny access to keep pressure on local governments. Ms. Lewis: Wants more sense of our responsibility. Mr. Hoffmann: It's also a taxpayer issue. He's inclined to be lenient unless it costs us a lot. Ms. Wang: Six years ago, the Board decided to charge for access, starting at \$25 per year, on grounds that access was more important than pressuring other towns. Ms. Isman: This is a real burden in the eastern part of the state. Six years ago, Northampton, Greenfield, and Amherst all agreed to honor one another's cards reciprocally.

Ms. Gray moved to table this issue. Ms. Holland seconded. All Ayes.

Grants for Teens & the North Amherst Library: Ms. Gray: The Mass. Board of Library Commissioners has grants for tweens and teens of up to \$20,000 over two years. She moves that the Jones apply – applications are due December 1. No second. Ms. Isman: It's a two year grant, specifying how much you must pay for each component, e.g., staff. Purpose of grant is to help build support for neglected areas. Mr. Hoffmann wants to hear from staff. Ms. Beth Girshman, Adult Services Librarian: There are prioritization and staffing issues – Who will write the grants, and who will manage them? Ms. Lewis: What about carrying forward in the third year? Could a development person help with grant writing? Mr. Hoffmann: Thinks

that we should get the development person first, then look at grants. Ms. Sondra Radosh, Assistant Library Director and Head, Children's Department: In the past, she and Ms. Girshman have gone to the Friends of the Library for teen funding. This has shrunk now that the Friends are helping to buy books. Tweens need a space and programming. She thinks that the Town has some responsibility, also - it used to give the Library \$20,000 per year. Ms. Gray: Might be good to prioritize this for inclusion in the Long Range Plan.

Ms. Holland: Teens are important. We'll take this up again.

Committee Reports:

- Budget Coordinating Group: Ms. Holland & Ms. Isman: Met on June 24. Was a wrap-up from the previous meeting. Will meet next on September 23 at 11:30 a.m.
- Burnett Gallery: Ms. Lewis: Has been made a member of the Committee, and likes the artists' show and tell at Committee meetings.
- Café Study: Ms. Gray: It costs too much to staff a satellite café service. Could we get high quality vending machines? This will go off the agenda until Ms. Gray returns from Cairo.
- Green Committee: Ms. Lewis & Ms. Gray: Are working on a long-range green plan that might be integrable into the Libraries' Long Range Plan. Maintenance supervisor George Hicks has created a great Power Point presentation on how we've been greening the Library.
- Friends of the Library: Mr. Hoffmann. Will meet next Monday at 7:45 a.m.
- Development Committee: Will meet later this month.
- Joint Capital Planning Committee: Nothing to report.
- Space Committee: Mr. Hicks: Met with architect Erica Gees of Kuhn, Riddle, about a new walk-off mat from Turtle Plastics.com that's recyclable and returnable for outside the Jones Library's front and side doors, & perhaps eventually for outside the downstairs Large Meeting Room exterior door and breezeways. These would substitute for the mats with black bristles that we already authorized buying for up to \$500.

Ms. Lewis moved that we buy the Turtle Plastics mats rather than the bristly ones. Ms. Gray seconded. All Ayes.

Ms. Girshman would like to join the Space Committee. Ms. Isman is willing to delegate her membership. Mr. Hoffmann moved that Ms. Girshman become a member of the Space Committee. Ms. Lewis seconded: All Ayes.

- Joint Friends - Trustees' Woodbury Committee, George Goodwin, Chair: Recommended four proposals out of those made by Friends, staff, public, Trustees:
 - Development Coordinator

- Updating of Large Meeting Room – Friends have appropriated money only for design at this point
- Space Planner / Designer for the Jones Library
- New website for Jones, Munson, North Amherst Libraries

Ms. Lewis: Moves that the Trustees endorse all four projects, including a Development Coordinator recommended at \$40,000 per year. Mr. Hoffmann: We support the Development Coordinator as a full-time position. He seconded. All Ayes.

Ms. Gray noted that the proposals for solar energy at the Jones Library, and for geothermal energy at North Amherst, needed more study.

Open Meeting Law Issues: Ms. Gray: Under the new Open Meeting Law, proposed regulations for participating in meetings via Skype or another similar service will probably require

- A quorum at the location
- That all participants, on location and remote, must be able to see and hear
- That the chair be present at the location.

If the Attorney General issues regulations permitting members to participate via Skype, Ms. Gray wants to Skype in to meetings. Ms. Moran: Assistant Attorney General Jonathan Sclarsic will take public comment before issuing regulations, starting in about a month though perhaps hearings have already started. Mr. Hoffmann: Under the American Library Association ethics principles, if you can't participate, you're to resign. Ms. Gray: Can still be active even from Cairo. Ms. Lewis: Ms. Gray is right to say so. She's done a large amount of good work in many areas. Ms. Lewis's only caveat would be if it made the meetings more difficult. If not, she thinks that the Trustees should OK it. Ms. Isman: Remote participation could also apply to Trustees with illnesses, or called away. There's a precedent for this. You may want to address this in the bylaws. These have a procedure for removing a Trustee who never shows up. Ms. Lewis: How many months do we wait as a five-member board?

Consensus: Wait and see what the Attorney General does with the regulations, and how Ms. Gray does in Cairo with the technology.

Next Meeting: Tuesday, August 10, at 7 p.m.

Adjourned: 9:16 p.m.

Respectfully submitted,

Sarah McKee, Clerk

Public Documents Cited:

- Petition, dated August 3, 2010, asking for a committee to review the procedures used in evaluating the Library Director
- Evaluation Committee's brief letter to the Springfield Republican, calling into question points in a recent article it ran.
- Proposal from Robt. W. Hall Consulting Engineers, Inc., of Agawam, dated July 23, 2010, to draft specifications for new Atrium elevator controls
- Proposal from Lindgren & Sharples, P.C., consulting engineers of Springfield, MA, for the same thing
- Romano & Pascucci, P.C., FY2009 management letter concerning audit
- Romano & Pascucci, P.C., proposal to do this year's audit and quarterly calculation of investment results
- Draft preservation restriction from Town Hall for Jones Library
- Historic Preservation Restriction dated 1 October 2009 between the Nantucket Preservation Trust, Inc. and the First Congregational Church in Nantucket
- Photos of the Jones Library driveway showing how new lines could be painted on it for better handicapped accommodation

