

Minutes
Library Board of Trustees
April 24, 2008

Present:

Trustees: Hermine Hull, Dan Waters, Leslie Baker, Ginny Jones, Elaine Pace,
Linda Hearn

Staff: Beth Kramer

Friends: Suzi Wasserman

Public: Cynthia Riggs, Jonathan Revere

Approval of Minutes:

The minutes of the meeting of March 13, 2008 were approved as amended, with five yes votes and 1 abstention (Elaine, who was not present).

Friends Report:

Suzi reported that the appeal letters will be mailed next Monday and invited trustees to help with the mailing if they wish. Thanks to Dan for designing a great flyer.

Librarian's Report:

See attachment at the end of minutes.

Election of Officers:

Leslie reported that the nominating committee had selected a slate of officers for the next year. She thanked trustees who had volunteered to take certain positions. The nominated officers are as follows: Chair Linda Hearn, Vice Chair Dan Waters, Secretary Elaine Pace. A motion was made to elect each of the three officers. Each motion was approved unanimously by the board.

Old Business:

Strategic Plan Committee Report

Ginny Jones distributed a handout: *Our Library's Look into the Future Through Strategic Planning* and described the efforts of the committee (Ginny, Suzi, Dan, Hermine, Mary Lu Keep). Suzi and Ginny reported that the committee work was successful and approximately 15 people would be able to attend the April 30th session with Cheryl Bryan, to be held at the Grange Hall. Trustees and Friends are also invited.

Beth reported that the second date for the strategic planning meeting would be held on August 6th or 20th – date to be confirmed at a later time. Elaine asked if all the names that were submitted by the trustees were invited. Ginny replied that all names submitted were considered.

Discussion of Changes to by-laws/policies

Beth distributed a copy of the Circulation and Materials Policy as it has been revised. Dan suggested that we spend some time reviewing the new version and come to the next meeting prepared to discuss at the next meeting, limiting discussion time to 30 minutes. Elaine asked for clarification regarding whether policies and by-laws would be revised by the committee of the whole rather than the policy sub-committee. Dan affirmed that the committee of the whole work on all the policies. Elaine, the second member of the former policy sub-committee, agreed.

Dan moved that the committee of the whole work on all policies and by laws, that trustees review draft and changes to the policies under discussion, and that everyone come prepared to devote 30 minutes to discussion of said policies at the upcoming meeting. Elaine seconded. The motion was approved unanimously.

Town of West Tisbury Poet Laureate Position:

Linda clarified that a committee appointed by the trustees (two library staff members and one citizen) had established the description of the position of poet laureate. Beth reported that she and Nelia recommended that more of the public should be involved in the choice of a poet laureate. It was suggested that Dan Waters will continue in his third year as poet laureate, then he will become a member of the committee at the end of that time.

The poet laureate sub-committee for the next year will consist of Colleen, Shelton, and Beth. Dan suggested that the process be expanded for the next year to include poetry readings and similar activities done at public meetings. Process: the committee sends recommendation to the trustees, the trustees approve, and a letter is sent by the secretary to the selectman.

Ginny moved that the term of Dan Waters be extended for a third year. Linda seconded. Five of the six trustees voted to approve. Dan abstained.

New Business:

Retreat

Hermine asked if the board wished to have a retreat, as previously scheduled.

Elaine suggested that the trustees are able to agree on certain kinds of protocol, even if a retreat is not possible at this time. Linda asked for an example. Elaine

suggested that the agendas be developed by the chair of the board, not the director of the library. She felt that getting the agenda out within a week before each meeting was a positive change. All trustees would then have an opportunity to contribute to the agenda or suggest revision. Beth would have input into the agenda, though she would not be responsible for developing it because it is not her job.

Elaine also suggested that all documents requiring review, such as budgets and policies, be distributed to the trustees well in advance of the meeting when they will be discussed.

Leslie expressed her wish to have a retreat. Dan and Beth agreed. The consensus was positive regarding the desire to learn new skills, to deal constructively with disagreement, and to practice group interactions under the leadership of Cheryl Bryan.

Leslie moved to have a retreat with Cheryl Bryan in the fall. Dan seconded. The motion passed unanimously.

The trustees agreed tentatively that a retreat be scheduled in October.

Programming Ideas:

Hermine expressed the desire to work with Colleen as the liaison from the Trustees.

It was suggested that the WT Library expand its programming to include a cooking demonstration similar to those in other island libraries.

Ginny suggested that volunteers be set up to get books to the homebound. Beth said that one of her grants supports that initiative. The website may be used as one form of outreach.

Elaine reported that at a recent boardmanship workshop (that she, Dan, and Linda attended) the idea of task forces was introduced as a very effective substitute for committees. A task force, for example, would take on an initiative with a time frame (ex: a program task force might include a staff member, a trustee, and 3-4 members of the public). That task force might need to work for only one to two months, get community input, and, as a result, develop programming for 12-18 months. Such a practice would be very inclusive and would give an opportunity for additional community participation in the work of the library and the trustees.

Leslie suggested that the library consider acquiring a tent to be used for seasonal activities on library grounds. Leslie will do some research and report back to the board on the feasibility of getting a tent.

Beth described a plan to use awnings and picnic tables to begin a similar initiative in the library back yard.

No formal action was taken regarding the program suggestions above.

Other:

Linda announced that she will not be in town for the next scheduled meeting and asked if the board would be willing to move the meeting ahead one week to May 15th. She will poll the board and confirm the change via e-mail.

Respectfully submitted,

Elaine M. Pace, Secretary

Librarian's Report for Trustees Meeting April 24, 2008

Submitted by Director Beth Kramer

- Increase of 555 people (+8.8%) over March of last year
- Increase of 4,181 items (+77.6%)
- Interlibrary loans increased by 75%
- Library program attendees increased by 63%
- Resident use increased by 9% over March of last year (to 59.2% of total)
- Library income increased by 38%
- Winter reading series in collaboration with Fine Arts Work Center from P'town
- Hosted Phil Weinstein's "Fictions of Race" book group
 - Nelia & I attended first two classes of Equal Access Grant –training for library and \$5,000 to implement work plan (Lifelong access)
- Colleen became our third Passport Acceptance Agent
- Colleen will begin doing more programming and outreach – viability and future of the library will depend on our effectively demonstrating the vital role that we play in our community
- Nelia will remain as Childrens/YA librarian
- Advertising for Summer Shelver and Head of Circulation positions
- Ordered a computer station and scanner for downstairs. Mike and Hermine donated a beautiful desk and Michael and Paula gave us a work table for processing –

- Working on schedule to ensure that we have adequate staffing as voted on at Town Meeting