

Minutes  
Library Board of Trustees  
May 15, 2008

Present:

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

Staff: Beth Kramer, Colleen Morris

Friends: Suzi Wasserman

Public: none

Linda Hearn called the meeting to order at 7:02.

Approval of Minutes:

The minutes of the meeting of April 24th were approved unanimously as amended.

**Committee Reports**

Friends Report:

Suzi reported that 2300 solicitations had been mailed out with the help of volunteers and staff members. Kudos to Dan for designing the brochure and the thank-you note.

Librarian's Report:

*See Beth's report as an attachment at the end of minutes.*

Ginny commended Beth and the staff for the incredible amount of work in the reorganization of the library.

The newsletter will be published on the web site in the future. The web address is [www.westisburylibrary.org](http://www.westisburylibrary.org).

Patio Update:

Beth reported that she turned over to the Friends plans for a patio.

Playground:

*See attachment at the end of minutes.*

The trustees expressed concern about the liability from playground accidents and agreed that research must be done and information gleaned about outdoor playground equipment at other libraries. Safety is a major concern when children play unattended or in an area not easily visible. The trustees recommended that

the children's librarian explore the use of continued use of alternative sites near the grange hall. The trustees also expressed interest in finding kinds of recreational materials that might be aligned with library use – patio tables, children's reading chairs, etc., rather than equipment that promotes large muscle activity and play.

## **Old Business**

### **Circulation/Materials Manual Policy\***

\*version presented to the Trustees for discussion at meeting of May 15th

Section 1 was approved.

With two grammatical corrections, Section 2 was approved as revised.

Section 3 was approved.

Section 4 was approved.

Section 5:

Clarifications were sought regarding the Board of Library Commissioners' guideline that residents of non-certified towns be forbidden from borrowing materials from our library. After some discussion, Elaine moved to allow any resident of Massachusetts to obtain a West Tisbury library card without a charge. The trustees voted on the motion and approved the recommendation unanimously.

The sentence on replacement of lost cards was deleted, and this deletion was approved unanimously by the trustees because the topic appears elsewhere in the by-laws.

Beth expressed discomfort with Ginny's suggestion that a \$5.00 fee be charged to those solely using the library for computer use because there can be substantial capital costs associated with computers. Dan moved and Elaine seconded that the paragraph relating to a fee for wireless use be eliminated. The trustees approved this motion unanimously.

Section 6 was approved.

Section 7:

Dan proposed this change: "There is no limit to how many books a patron may borrow, except as noted in Section 18."

Elaine moved to amend the third paragraph to state that "books listed on any island public school's reading list", rather than just the West Tisbury School's list, may be limited by the director. The trustees approved this amendment unanimously.

Section 7 was approved as amended.

## Presentation of the Poet Laureate Committee

A fall poetry reading will be done as a kick-off to the poet laureate nomination procedure. A description of the process involved in the selection of the town's poet laureate was distributed. The invitation to nominate a poet laureate will be announced each January. By February, nominations will be accepted along with supplementary materials that are displayed in the library during the month of February.

## **New Business**

### Results of Strategic Planning with Cheryl Bryan

Ginny distributed a Strategic Planning Report that detailed the first strategic planning meeting. A video of the strategic planning session, made by Jonathan Revere, is available for public viewing.

Beth praised Cheryl's follow-up work with the staff.

Suzi suggested that Friday afternoons be used for a future meeting, as originally suggested by Cheryl.

### Committees or Task Forces – What do we need and when?

Linda suggested that we have a finance committee, personnel, and a maintenance committee.

Elaine asked that the trustees consider the use of task forces more than committees as a way to expand the interest and participation of the community in the work of the library. She suggested that finance, for instance, may be covered through a task force that works intensely on development of the budget. That idea was debated. Linda asked the trustees to think about the idea of when to use a task force and when to use a committee.

The idea of a program task force was discussed as well. Colleen shared the procedures she follows to develop programming at this time. Elaine suggested that the unsuccessful candidates who ran for the library board be invited to participate in some task forces. She stressed the need for our small board to include more members of the community in its work.

## Correspondence

Linda read a letter of thanks from the staff to the trustees for the gift of breakfast at the Art Cliff Diner.

Linda also read a letter from the Vineyard Sinfonietta regarding whether a new shed for the use of the Sinfonietta be placed near

the sheds currently on library grounds. Dan suggested that the site of the high school library or performing arts center be explored as a site for storage of Sinfonietta music so that the performing arts students at the high school be able to work with the Sinfonietta. The trustees expressed concern about the timing of adding another storage shed when alterations to the library grounds are being considered.

#### Other Business

Beth requested that she be able to roll over one week of vacation. Ginny moved that this be approved. The trustees agreed unanimously.

Ginny expressed concern that the artwork from the town hall is designated to be housed in Oak Bluffs during the renovation. Beth was open to accepting a piece of art for this library. Leslie agreed to help Beth measure and to determine what we can fit here during this temporary period.

The meeting was adjourned at 8:55.

Respectfully submitted,

Elaine M. Pace, Secretary

#### New Business

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 plan 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