

Minutes  
Library Board of Trustees  
Date: June 19, 2008

Present:

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

Staff: Beth Kramer, Colleen Morris

Friends: Barbara Day

Public: none

Linda Hearn called the meeting to order at 7:00.

Approval of Minutes:

The trustees briefly discussed the protocol for attaching documents to the minutes and decided that the director's report shall be attached monthly but that other distributed materials be referenced in the minutes but not attached.

The minutes of the meeting of May 15th were approved unanimously as amended.

Ginny approved/ Dan seconded.

**Committee Reports**

Friends Report:

Barbara Day reported that the Friends' drive has brought in \$8,770 to date.

Librarian's Report:

Beth reported that the request for transfer from the reserve fund of \$7,031.47 was approved and added to this year's budget.

The three new summer shelvers are working out nicely.

A new computer has been set up downstairs, and a staff person shall be assigned to that station next month.

Thanks to donations from the Friends, landscaping and lawn improvements will be made. New outdoor furniture has been ordered for us during the summer. Beth reported that a pool and patio party is in the formative stages for later in the summer.

Beth thanked Hermine and Leslie, Mike Hull, and Doug Reed, who helped transfer artwork from town hall to the library on a loan basis.

Bill Hoff will donate two brass or copper fixtures to the front entrance of the library. Elaine moved that we accept the gift. Dan seconded.

Beth and Nelia are planning a thank-you party at the end of the book sale for all book sale volunteers. Nelia has offered her house for the party on Tuesday, July 29<sup>th</sup> from 6 to 8. The trustees are invited to contribute munchies.

Library upholstery of chairs has been selected. Chrissie Haslet of Destiny Interiors will begin the project will begin in July.

Colleen reported the summer reading kick-off is July 5<sup>th</sup> at 11:00, and many programs are scheduled. The theme is Wild Reads. She invited additional ideas for August programs.

Nelia has read at the charter school and the West Tisbury School as outreach. Beth reported that this is a huge step in improved outreach to the schools and to youth.

Beth reported that the staff has discussed what to do when patrons come to the library without library cards. Dan moved and Ginny seconded the motion that, at the discretion of the librarian, the requirement of using a library card to check out books may be waived. After discussion, the motion was tabled.

## Old Business

### August Community Forum

Ginny reported that Cheryl Bryan can not lead our next strategic planning meeting on August 6<sup>th</sup>. The trustees selected the date of Wednesday, August 13<sup>th</sup> from 1 to 4, as the best date for the meeting. Ginny will check to be sure that the Grange is available; Beth will check with Cheryl.

### Circulation/Materials Policy

Section 8 – *Change as follows:*

Books: All books may be borrowed for 14 days. The WT Library will automatically renew all books one time for an additional 14 days unless another patron has requested the item. Subsequent renewals will be by patron request only.

DVD's: Delete last sentence as it is covered in another policy.

Videocassettes: In paragraph #1, the last sentence in the first paragraph is removed. Eliminate entire paragraph #2.

InterLibrary Loan Materials: Remove "for local cardholders".

Reference books: Reference books are not available for loan.

Dan moved to approve Section 8 as amended. Ginny seconded. Approved unanimously.

Section 9 – Elaine moved to approve as written/ Ginny seconded. Approved unanimously.

Section 10 – Dan moved to approve as written/Leslie seconded. Approved unanimously.

Section 11 – Beth indicated that she is comfortable with the maximum charge of \$10 fines for each overdue item. Elaine moved to approve as written/Ginny seconded. Approved unanimously.

Section 12 – Ginny moved to approve as written/ Dan seconded. Approved unanimously.

Section 13 – Change italicized section to "...be removed only if permission..."

The words "for local cardholders" are eliminated.

Dan moved/ Ginny seconded. Approved unanimously.

Section 14 – Change last sentence – Change the word Library to "borrowing".

Ginny moved/Dan seconded. Approved unanimously.

Section 15 – Change 1<sup>st</sup> sentence to "Patrons who lose their library cards will be charged \$1.00 for a replacement."

Add at end of Library Cards paragraph, "At the discretion of the director, card replacement fees may be waived."

Miscellaneous Fees: Change "which" to "that" in first sentence.

Eliminate 2<sup>nd</sup> paragraph beginning with "Donation of a new copy..."

Dan moved to approve as amended. Leslie seconded. Approved unanimously.

Section 16 – 2<sup>nd</sup> paragraph changed to "The library director may, at her/his discretion and on a case by case basis, reinstate a patron's borrowing privileges by raising the fine ceiling or by extending the overdue time limit."

Elaine moved/Hermine seconded.

Section 17 – Change whole section to "The library director and circulation staff are empowered to authorized to reduce or cancel overdue fines and replacement costs, and other charges if circumstances seem to warrant."

Eliminate the last paragraph.

Elaine moved as amended/ Ginny seconded. Approved unanimously.

Section 18 – Ginny moved/Leslie seconded. Approved unanimously.

Section 19 – “This policy is effective upon approval of the Library Board of Trustees. Amendments and/or revisions to this policy shall be made from time to time as circumstances warrant. The policy may then be amended or revised at the regular meeting of the Board, following the meeting at which the amendment or revision is proposed.”

Ginny moved/Hermine seconded. Approved unanimously.

The Trustees and Director agree that all the policy changes be posted on the web site.

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

Linda suggested that the Trustees need certain committees. She affirmed that Hermine will work with Colleen on programs and Dan on fundraising.

Elaine suggested that the programming be broadened to include a broader scope of presentations – ex: economics, more intellectual presentations, etc.

Elaine and Leslie offered to work on a personnel committee; Ginny and Linda offered to work on the budget committee.

Hermine suggested that the library have a maintenance committee. Hermine will work with Beth on maintenance.

Leslie and Hermine will continue work on the art committee.

#### New Business

Hermine suggested a tour of historic houses in the community be done as a fundraiser in 2009. Leslie suggested that we try a silent auction of first edition books as another possible fundraiser.

Linda noted that the Selectmen’s Appointed Committee Guidelines does not apply to the Library Trustees who are elected, not appointed.

Linda distributed forms for the Director’s annual review and asked that Trustees return their comments by June 30<sup>th</sup>. Date of hire for Beth as Library Director was 7/12/07.

#### Correspondence

None

#### Other Business

Beth reported that the Friends will have a table to sell pins and bags and possibly T shirts at the artisan’s show weekly.

The meeting was adjourned at 8:45.

Respectfully submitted,

Elaine M. Pace, Secretary

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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