

MINUTES
West Tisbury Library Board of Trustees
Tuesday, November 9, 2010
at the West Tisbury Public Library

In Attendance

Trustees: Hal Garneau, Melissa Hackney, Linda Hearn, Hermine Hull, Ginny Jones, Dan Waters

Director: Beth Kramer

Staff: Nelia Decker

Linda Hearn called the meeting to order at 7:06 p.m.

Meeting Minutes

Ginny Jones moved to approve the minutes of September 28, 2010, and Hermine Hull seconded the motion. The motion was approved unanimously. Ginny moved to approve the minutes of October 12, 2010, and Hermine Hull seconded the motion. The motion was approved unanimously with the exception of Melissa Hackney and Hermine, who were absent at that meeting.

No Friends being present, there was no Friends Report.

Director's Report

Beth reported that patron visits were up slightly, compared to October 2009, but that total patron activity was slightly lower. She said the staff's new schedules appeared to be working so far, and that staff reaction has been good. Beth will continue to work with Colleen to revamp her position. Mary Anne will be leaving at the beginning of December, and an ad has been placed in this week's paper. Volunteer orientation will begin on November 18th under the new Volunteer Coordinator, Neila Hoffman.

With regard to programs, Beth said the library will be working with the Oak Bluffs Library to support their LSTA grant (working with IGI for Oak Bluffs's sustainability grant). The library will be holding a Sustainable Book Group discussion early next year, in conjunction with Felix Neck. Upcoming events include the Community Poetry Reading on Sunday, November 14th at 5 p.m., a party for Mary Anne after work on December 9th, and the Holiday Party on December 14th.

Beth will attend an MBLC workshop tomorrow (11/10) in Lakeville about public library statistics and outreach/marketing. She will meet with Rosemary Waltos (MBLC) in Boston on November 17th to discuss the two prevailing design options. She reminded the board of the upcoming forum on December 6th at 5:30 p.m., and asked for advice on reaching as wide an audience as possible.

With reference to the building and maintenance, Beth said the library will be closed Thursday and Friday, November 25th and 26th for the Thanksgiving holiday. Both restrooms will undergo

installation of inexpensive fan ventilation systems.

Committee Reports

Linda said that the current building passed its tests for lead paint, asbestos and radon. The Building Committee has narrowed its options to two designs, and continues to refine them in collaboration with the architects, Conrad Ello and Matt Oudens. The committee will meet again next Tuesday and Thursday.

The West Tisbury Library Foundation continues to make progress. Hal Garneau reported that the Foundation is preparing its fall mailing. Dan Waters said that the party at Linda's was successful, with about 35 attendees, and that there will be a party at Fan Ogilvie's on November 12th.

Old Business

Hermine said that she and Leslie Baker are working on policy for the art wall, which will be forwarded to trustees for consideration.

New Business

Beth presented her Action Plan for discussion. With minor wording changes, Hal moved to accept the plan and Ginny seconded the motion. It passed by unanimous voice vote.

Linda reported that Glenn Hearn has prepared a draft of the easement for the well to be placed on the Maley property. She presented a letter written to Health Agent John Powers regarding the new well, which will be necessary when the library expansion occurs. Ginny moved to approve the letter with minor language changes, Hermine seconded it, and the motion passed unanimously.

Hal expressed an interest in helping the Foundation's Donor Relations Committee with their spreadsheets and naming opportunities.

With no correspondence and no comments from the public, the meeting adjourned at 7:50 p.m.

Respectfully submitted,
Dan Waters
Clerk

Attachments:

- 1) Action Plan
- 2) Letter to John Powers

West Tisbury Free Public Library Action Plan for 2012

A. Planning for the future

1. Plan for Library Future Expansion/New Building

Based on the Trustees' recommendation to proceed with the Library Facility's Needs Assessment, the Library has filed a Letter of Intent with the MBLC to pursue a construction grant for this grant cycle.

We have filed all required documents to qualify for this grant round and must submit an Action Plan for 2012 as one final qualifying document.

***Action Plan:** This Action Plan for 2012 will be submitted to the MBLC upon approval by the Board of Trustees (Due December 1, 2010).*

2. Apply for MBLC Construction Grant

The Library will apply for this round of the MBLC Construction grant.

The Director is working with the Library Building Committee to file an application with the MBLC for this grant round. The Building Committee has chosen an OPM and Design Consultants for this pre-design phase and continues to be on target for the application date.

***Action Plan:** The library will submit a completed application to the MBLC prior to January 27, 2011, and will continue to track the progress of the grant cycle in preparation for approval and commencement of the construction phase of grant.*

3. Submit warrant articles at the Annual Town Meeting, April 12, 2011 in conjunction with MBLC grant application.

***Action Plan:** The Library will bring two warrant articles to the Town Meeting the second Tuesday in April (2011) requesting the town approval of the preliminary building design and authorization for the Town to apply for, accept and expend any applicable state, federal, or private grants in conjunction with this project. (Please see appended draft of warrant articles)*

4. Continue outreach and dissemination of information pertaining to the Expansion/Renovation project.

To effectively build support for this project, the Director will continue to work with the Trustees, the staff, the Foundation, and the Building Committee, to inform the community of the progress of the project and solicit input.

***Action Plan:** The Director will attend all Foundation meetings, attend all Public Forums,*

participate in the Communication sub-committee of the Foundation, attend all Building Committee meetings, and participate in other fund-raising activities. I will continue to apprise staff of progress of all related information.

B. Funding

The library will continue to work with FinCom and the Town Accountant to ensure that the library budget meets all requirements of state library aid.

***Action Plan:** The Library Director and Treasurer of the Library Board of Trustees will meet quarterly to discuss the library budget and more frequently during the budget period (November through mid-December) to present a budget that is sensitive to the town's finances and adequate for the community's library needs.*

C. Staffing

The Director will continue to staff appropriately to provide superior service and a safe and welcoming environment. In response to the elevated level of activity at the West Tisbury Library and the amount of time required to pursue the MBLC grant, I would like to increase the Circulation staff by one full time (20 hour/wk) benefited position. (Please see appended comparison of Island Library staffing and Circ/FTE)

***Action Plan:** The Director will meet with FinCom to demonstrate the need for a full time Circulation Assistant and will include this in next year's budget. I have already had preliminary conversations with Town Treasurer and Accountant and with one member of FinCom.*

D. Building and Grounds

For the library to continue to provide superior service to our community it must maintain and when necessary update, refurbish and expand the library interior and exterior. The library has an annual maintenance plan in place and budgets accordingly. The library meets with the Town's Maintenance Committee and Capital Improvements Committee annually.

***Action Plan:** The Director will continue to create a line item for maintenance of the building and will follow annual maintenance procedures including painting, furnace and a/c maintenance, and repairs as needed. Proper ventilation of bathrooms will be completed by the start of FY'12. The Director will obtain a copy of the Town's consultant's analysis of the Library maintenance and repair report and will integrate recommendations into existing maintenance schedule.*

E. Staff Education and Development

1. Staff training in Reader's Advisory

During FY'10 and FY'11, the entire staff and invited members of the community, examined the genre of mystery through workshops, book discussions and the use of electronic and print reader's advisory tools in conjunction with the RA LSTA grant we received. We will continue our RA training throughout FY'12.

Action Plan: The West Tisbury Library will build upon the knowledge gained through this grant to continue ongoing genre studies. We will choose our next genre and continue to use these tools during FY'12 and into the future as a regular adjunct to staff training.

2. Staff training on computers and online databases.

To be able to provide assistance to our patrons, the staff of the West Tisbury Library must be familiar with current technologies and software.

Action Plan: The library's IT/Reference person will continue to assess training needs of staff and hold staff trainings on technology procedures as needed. Steve will continue to write procedures in Procedure Manual.

3. Staff attendance at regional and national conferences. To keep the staff of the library current with trends in public librarianship, the staff will continue to attend regional and national conferences, including MLA, NELA, PLA, and ALA.

Action Plan: Included in the library's annual budget will be adequate funding for staff to attend conferences. The Library Director will continue to use gift funds and donations that are earmarked for staff education to this end.

F. Collection Development

Print

1. The library will continue to develop and maintain a collection that supports lifelong learning.

Action Plan:

- a. Each year the library will conduct in-depth review in several non-fiction areas to maintain accuracy and currency in this collection.
 - b. The library will add 900 non-fiction titles each year in areas of adult learning interest in FY'12.
- c. The library will continue to update Health and Wellness section.**

2. Citizens of West Tisbury will have access to current fiction and non-fiction books.

Action Plan:

- a. To keep the collection current, 200 new books will be added each month in FY'12.
- b. Results of survey of user satisfaction with the collection will be published in FY'12.

Media

The West Tisbury Library continues to build its media collection to provide our community with outstanding entertainment and educational resources.

Action Plan:

- a. *The media circulation statistics will be reviewed annually and materials that are not circulating will be withdrawn.*
- b. *The library will continue to purchase new media items monthly to maintain the currency of the collection.*

G. Community Outreach

The West Tisbury Library will **continue community outreach for support of library future plans**

1. Continue community outreach through programming and cooperation with other island community groups
2. Develop an email list to update patrons on library offerings and offer a monthly electronic newsletter

Action Plan:

- a. *Continue to update our Facebook and Twitter accounts*
- b. *Lifelong Literacy outreach – continue quarterly television program on local television*
- c. *Mother goose on the loose – continue to visit local daycare facilities/ continue in-house program; continue to lend DVD and MGOL kits to parents/caretakers and other libraries and pursue national grant to partner with another island library*
- d. *Quest: The West Tisbury Library will continue to offer and update its Quest program*
- e. *Continue community-wide celebrations such as the Halloween party, Family Day, Holiday party, Volunteer appreciation party, and Summer Reading Kickoff*
- f. *Volunteer training – continue to approach community for volunteers. A new Volunteer Coordinator has been found and she will be responsible for scheduling and ultimately for training. Current goals include: to have volunteers assist with shelving, host weekly crafts, assist in weeding and collection maintenance, and Windemere/homebound outreach.*

H. Library Programs

The library will continue to offer our community experiences for lifelong learning.

Action Plan:

- a. *The West Tisbury Library will continue to increase its offerings in FY'12 to include two discussions each month on topics such as:*
 - **Green living**
 - **Sustainability**
 - **Health and wellness**
 - **Poetry and writing**
- b. *The West Tisbury Library will organize and host two book discussion groups in FY'12:*
 - *Sustainable Book Group*
 - *Mystery Book Group*

I. Technology

1. Technology Replacement Plan

The West Tisbury Library continues to update its software and hardware for both patrons and staff. Now that we have completed the updating of staff and public access software (as detailed in our Action Plan 2009), we will develop a technology replacement plan so that we can plan our budgets accordingly and continue to provide consistent, quality service.

***Action Plan:** We will begin to implement the Technology Replacement Plan (to be completed by the end of FY'11).*

2. Explore network options

As regional support has been eliminated, it is imperative that the West Tisbury Library again examine joining a network so that we will be able to continue to offer superior service and ensure the library's viability and connectedness.

***Action Plan:** We will restart the conversation with CLAMS, SAILS and OCLN to determine which, if any, of these networks would be appropriate for the West Tisbury Library to join. We will also speak with MASSCAT and MLS to determine if joining MASSCAT is a viable plan of action. We will continue to remain current with the progress of the pilot program in the Western part of the state examining open source software.*

3. Continue to offer free classes to public in various areas of technology

Part of the West Tisbury Library's commitment to lifelong learning includes introducing and educating the public in new technologies. To this end, the library will continue to offer free classes and workshops in new software and basic computing skills.

***Action Plan:** The West Tisbury Library will continue to offer classes in basic computing and an additional class in an area of technology as determined by a survey of our community in FY'11.*

4. Improve internal wiring and network connections

The wiring and cabling of our computers is the result of the patchwork growth of our system. Many of the cables are unlabelled and are not in use. We do not have enough outlets for either our cat5 cables or our electricity.

***Action Plan:** Much of this work will be completed by the end of FY'11. We will continue to work with our vendor to examine the future growth of our systems and develop two plans based on the existing building as well as a future design.*

5. Continue to offer new technologies to the public

Many of our patrons are interested in receiving information via media other than print. The library has begun using e-books and downloadable materials.

Action plan:

- a) *The Director and IT/Ref person will continue to explore downloadable media through Overdrive. The library will offer this option to its patrons by the end of FY'12.*
- b) *We will develop a policy for lending e-books.*

Appendix:

Draft - Warrant articles, 2011

1. Authorization to apply for grants.

To see if the Town will vote to authorize the West Tisbury Selectmen to apply for, accept, and expend any state grants which may be available for the renovation and construction of an addition to the West Tisbury Free Public Library.

2. Approval of Project

To see if the Town will vote to accept the preliminary design for the renovation and expansion of the West Tisbury Free Public Library contingent on the receipt of an MBLC construction grant and donation of private funds, which together will cover 75% of the total project costs.

Comparison of Island Library staffing and circulation/FTE

	<u>FTE</u>	<u>X 35 hrs</u>	<u>hrs</u> <u>open</u>	<u>actual FTE</u>	<u>Circ/FTE</u>
CH	3.8	133	29.3	4.54	17,803
AQ	1.7	59.5	14.5	4.10	7,162
VH	9.6	336	46.7	7.19	13,418
OB	7.4	259	39.2	6.61	16,828
ED	7.2	252	40.1	6.28	9,910
WT	5.4	189	48.5	3.90	27,690