

**Town of Springfield
Library Board of Trustees
December 8, 2014**

Present: Trustees Kevin Coen (Chair), Steve Matush, Sandra Richardson, Kerstin Burlingame, Patricia Magrosky, Matthew Pincus, and Library Director Russ Moore. Meeting was called to order at 6:34pm.

Public Comments: Russ shared that he had received an email from a patron who was upset about how long the Library was closed for the Thanksgiving holiday. Patricia shared a suggestion that the Library get a fax machine. Russ explained that the Library does in fact have a fax machine with a charge of \$1.00 a page with a \$20 maximum limit.

Additions to the Agenda: There were no additions to the agenda.

Minutes from November 10, 2014: Under *New Business:* Sue Fogg, should read Sue Fog. Sandra moved to accept the minutes as amended, Steve seconded. The Board accepted the minutes.

Old Business: *Holiday Basket* Patricia collected the "goodies" that the Trustees had brought in for the holiday basket. The Friends had asked the Trustees to bring a mix of salty and sweet items for the Open House. Patricia will start to set up the "Geek" promotion at 5:15pm. Patricia asked if the Town Manager was invited to the Open House. Russ will follow up with him again.

FOSTL Report: Kevin reported to the Trustees that the speaker for the annual meeting on April 1, 2015 will be Adam Boyce. The meeting will be at 7pm when they have their elections. So far the "Friends" have made \$143.00 from the raffle tickets, the goal is \$400.00. Russ said that the Fax/Printer machine that the Friends had purchased a few years ago is in need of repair or replacement.

Directors Report: Russ presented his written report to the Board. The Bell Ringers had been postponed to December 14, 2014 at 4pm because of the storm that we are expected to get. Building maintenance lobby lights still need repair. Russ explained that he had already sent a 50% deposit to HB Electric back in September, with no response back as to when the work is going to be done. Steve asked what the next step is to get the deposit back or the work done. Russ said that he will bring this situation to the Select Board. The elevator has received a conditional use permit issued by Bay State Elevator. The Library staff is in process of transitioning the new software on the public work stations. The website's calendar had been having some glitches that should be worked out now.

New Business: *Trustee Elections* Sandra and Alan's terms are up in March. Sandra said that she would run again. Kevin said that the Director's Evaluation needs to be completed before new members join in March. Kevin will email last year's evaluation to the trustees. Each Trustee will fill out their own evaluation and email it back to Kevin, and then Kevin will compile all evaluations into one from the Trustees.

Next Meeting Date and Adjournment: Next meeting will be Tuesday January 13, 2015 at 6:30pm. All Trustees will wear a "What Do You Geek" T-shirt to Friday's Open House Holiday party. Kevin adjourned the meeting at 7:31pm.

Respectfully submitted by Justine Steele

MEETING MINUTES APPROVED: 01-13-2015