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Town of Springfield
Library Board of Trustees
January 13, 2015

OFFICE OF THE MANAGER

Present: Trustees Kevin Coen (Chair), Pat McGrosky, Matt Pincus, Steven Matush, Sandra Richardson; Library Director Russell Moore, and Guest Josie Hingston.

Meeting was called to order at 6:34pm.

Public Comments:

There were no public comments.

Additions to the Agenda:

There were no additions to the agenda.

Minutes from December 8, 2014: Under *Public Comments*, "20 page limit" should read "\$20 maximum limit." Under *FOSTL Report*, remove "this meeting will be" from the second sentence, following "The meeting will be at 7pm". Matt moved to accept the minutes as amended, seconded by Steve. The Board accepted the minutes.

Old Business:

Director's Evaluation: Some Trustees had problems accessing the evaluation. Pat is collecting evaluations from the Trustees and will collate them.

Geek the Library: (At the Holiday Party) David Byam was "offended" by the term. Pat elaborated on the meaning as it pertains to this application. Those attending seemed very interested. Matt will take pictures, and posters can be made to distribute in the community. Pat will be in contact with Lisa Mobus at the Middle School and with Cheryl Cox for the Elementary Schools regarding bringing "What do you Geek" to those schools. Also, a blurb in the paper.

There was also discussion on how to bring other activities into the Library. Russ said that those attending a recent crochet class have decided to continue to meet at the library. Pat spoke of a Zentagle class she had attended at the Library. Look into partnering with others in the community to have more such activities. Question. Are games available for checking out? No. Probably wouldn't work.

Budget: There will be a public hearing on the budget on January 19. Russ received a call from the Town Manager indicating that \$15,500. had been removed from the lighting budget. It now has re-appeared. John Penney from Chester will be conducting an energy audit. The cost will be \$5,200. Efficiency Vermont will re-imburse \$2,600. The audit should be complete in about 18 months. The audit will include lighting, heating and insulation. HB was on site in December to complete the lighting project they had been contracted to do. Russ has proposed an increase of \$3,000. in the postage line due to the increase in Catamount loans. This cost will be offset by the move to Catamount Network. There may be a cut back in the book budget line.

Elections: Josephine Hingston and Sandra are circulation nominating petitions for the two Trustee slots.

FOSTL Report: The monthly meeting was re-scheduled to January 14, 2015; Kevin will attend. There was discussion about FOSTL acquiring 501C status. Hugh is not sure that this is necessary. FOSTL does need to re-activate with the Secretary of State. Matt will attend the February 4

FOSTL meeting. Russ will be re-doing the reference the area, eliminating out dated items. He will be asking FOSTL to buy furniture and a Keurig to put in that area.

Director's Report: Russ reported that the elevator currently has a temporary permit. There still is a pressure test that needs to be performed. There are currently 10 libraries in the Catamount Network. During the period Aug. 2013 through Dec. 2014 there were a total of about 10,000 transfers among the 10 libraries. Items lent are down from 22,871 to 21,933. There were 179 unique computer users for a total of 1,089 log ins. Tracking wireless usage was discussed. There will be tax assistance available Feb. Mondays and Thursdays starting Feb. 9 . The State and IRS will be sending a limited number of forms and no instruction booklets. Cheryl Cox will be retiring in the summer of 2015 and Russ in the spring of 2016. It will be good for the Trustees to reach out to the Town and work together to fill these vacancies. The Children's Librarian position does not require a MLS. The Town Manager will be coming to tour the library with Russ.

New Business:

Board Evaluation: Russ passed out questionnaires for the Board to complete for the February meeting

Desired Director Qualifications: The job description for the Library Director has not been updated since 1985. Trustees are asked to review and suggest changes for the February meeting.

Next Meeting Date and Adjournment: Next Board meeting will be February 9, 2015. Kevin adjourned the meeting at 8:00 pm.

Respectfully submitted.
Sandra Richardson
Springfield Library Trustees Meeting
January 13, 2015