

MEETING MINUTES
LIBRARY BOARD OF TRUSTEES
Wednesday, October 10, 2018

Attendance: Scott Ames, David Church, Deborah Lancaster, Jerry Lawrence, Kristine Roberts, Ellen Snoeyenbos, Library Director, Jed Phillips, Assistant Library Director **Absent:** Marian Goode

The meeting was called to order at 5:32 p.m. by Deborah Lancaster, Vice Chairperson.

Minutes – The Minutes from the September 14, 2018 were reviewed. Motion was made by David Church, seconded by Deborah Lancaster and accepted unanimously.

Monthly Reports: The following reports were reviewed, discussed and accepted: Financial Report, Circulation Report, Director’s Report and Children’s Librarian Report. This motion was made by Deborah Lancaster, seconded by David Church and unanimously approved by the Trustees.

Ellen noted that although circulation is down 10%, this is a national trend due to the availability of other usage such as Hoopla, computer usage is up 20%, overdrive check-outs, etc. Our patron count has increased by nearly 50% (from 2,120 to 4,281) due to the availability of on-line items and better counting mechanisms.

The percentage spent on materials is holding steady at 18%.

Passport Training will be held on October 19th and 26th. Ellen stated that passport transactions will be by appointment only on Tuesday and Wednesday evenings as well as Saturdays.

A motion was made by Scott Ames to accept and use the ALA Material Form for patron complaints and seconded by Deborah Lancaster. The motion was unanimously approved by the Trustees.

Ellen reported that Gail McCarthy will be featured in a 30 second spot on the Eye Opener at WCVB (channel 5).

Ellen reminded Trustees about the Librewry being held as a fundraiser by the Friends of the Library on Saturday, October 20th from 4:00 -7:00 p.m. Tickets are \$25.00 in advance and \$35.00 at the door.

Varieka will start working on the library roof on October 23, 2018 and the project should take about a week with no disruption to the library.

A brief discussion was held about the Library’s Action Plan and it was determined that goals that are reached should be mentioned in our Annual Report to the Town of West Bridgewater.

Adjournment: A motion to adjourn at 6:25 p.m. was made by David Church, seconded by Kristine Roberts and accepted unanimously.

Next Meeting will be held on Wednesday, November 14, 2018 at 5:30 p.m.

Public Comments: None