

MEETING MINUTES
LIBRARY BOARD OF TRUSTEES
Wednesday, February 13, 2019

Attendance: Scott Ames, David Church, Deborah Lancaster, Kristine Roberts, Ellen Snoeyenbos, Library Director, Jed Phillips, Assistant Library Director

Absent: Jerry Lawrence and Marian Goode

The meeting was called to order at 5:29 p.m. by David Church, Acting Chairperson

Minutes – The Minutes from the January 16, 2019 meeting were reviewed and revised. Motion was made by David Church, seconded by Deborah Lancaster and accepted unanimously to accept the revised minutes.

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 David Church, seconded by Deborah Lancaster and unanimously approved by the Trustees.

Ellen provided Trustees with a one-page document with easy-to-understand graphs that highlight the WBPL increases in library patrons, computer usage and overall borrowing of materials; including many non-traditional materials. There has been a significant increase in Adult Program attendance in WB. In FY2016, there were 406 adults who attended Adult Library programs. During FY2018, the number of adults attending Adult library programs increased to 1,651.

The percentage spent on library materials is holding steady at 16%.

A major disaster was averted back on Saturday, February 2nd when a pipe burst in the side hallway. Fortunately, Jed and other Library staff were in the building to shut off the water so the damage was minimal. The pipe problem was repaired on Monday and we have ordered new ceiling tiles.

Our Passport Service has been a resounding success and well-received by Library patrons. It is also providing income for the Library to be used for special programs not funded by the Town of WB and is a prime example of an additional service provided to our patrons (e.g. package delivery at the WBPL, etc.)

Vareika has completed the roof project and the cost, thus far, has been \$50,160. The Trustees are planning to use the remaining funds for the proposed network upgrade and the installation of security cameras both inside and outside the Library building. This will leave a balance of \$7,000 for potential future roof issues.

Library budget for FY20 has been submitted to Town Hall. A survey was completed about the annual salaries of Library Directors in comparable towns in Massachusetts. It showed that WB salaries are below many similar towns like Easton, Dover and Lincoln and about the same as Bridgewater, Boxford, Ayer and Rockport.

Nanette Ryan has started a 4th grade introduction to the Library program.

Ellen discussed the need for as many Trustees as possible to attend the Selectmen's Meeting on Wednesday, March 6th at 8:00 p.m. and the Finance Committee meeting on Thursday, March 7th at 8:05 p.m.

Ellen mentioned that the Annual Report of the WBPL was due at Town Hall by March 1st. Ellen provided the Trustees with a copy to review. Ellen will get Jerry Lawrence to sign the report on behalf of the Trustees.

A former Library Trustee and town official, Warren Turner, age 85, is currently at Life Care in WB. Ellen asked that we send a card to cheer Warren up after his many years of dedicated service to the Town.

Adjournment: A motion to adjourn at 6:22 p.m. was made by David Church, seconded by Scott Ames and accepted unanimously.

Submitted by:

Deborah A. Lancaster
Vice-Chairperson, WBPL Trustees

Next Meeting will be held on Wednesday, March 13, 2019.

Public Comments: None