

Chair Lowrie called the meeting to order at 7:35 p.m. in the Claflin Room of the Library. Also present were Trustees Elaine Alligood, Mark Carthy, Kathleen Keohane, Gail Mann, and Sarah Phillips, and Acting Director Emily Reardon.

The minutes of the Trustees Meeting of December 18, 2014, were approved on a motion by Chair Lowrie, seconded by Trustee Carthy and voted unanimously.

Old Business

Search Committee – Search Committee Chair Elaine Alligood gave the Board an update of the Search Committee’s renewed efforts to recruit a new Library Director. The job posting has been rewritten and was posted January 13th. Trustee Mann and Acting Director Emily Reardon presented their resignations from the Search Committee due to time constraints.

VOTED: Chair Lowrie moved to accept the resignations of Search Committee members Mann and Reardon, seconded by Trustee Phillips, and voted unanimously.

VOTED: Trustee Alligood moved to nominate Trustee Carthy as a member of the Search Committee, seconded by Trustee Mann, and voted unanimously.

VOTED: Chair Lowrie moved to nominate Liz Fraser, BPL Children’s Coordinator, as a member of the Search Committee, seconded by Trustee Keohane, and voted unanimously.

A meeting of the reconstituted Search Committee was scheduled for February 9th, with the Trustees deferring to the Committee on a further timeline.

Consolidation Update – Trustees Mann and Keohane presented a draft letter to Town Administrator Kale, which seeks to begin to frame the understanding between the Town and the BPL with respect to the care and maintenance of the Library building. Acting Director Reardon discussed in detail those areas of the FY2016 budget that would be impacted by consolidation. Removing line items from the Library budget in consolidation raises other issues: How would expenses included in those line items but not consolidated be categorized? How would repurposed surplus funds be made up in the Materials budget? How would items to be purchased with funds later repurposed be preserved in the budget? Trustee Mann will revise the letter to cover these points, as well as small changes suggested by Chair Lowrie.

FY16 Operating Budget and Capital Budget Projection - Acting Director Reardon reviewed a draft of the FY16 budget, with particular attention to the larger line items and those with increases above inflation. Building Repair & Maintenance includes funds for removal of asbestos floor tiles and retiling. In light of recent heating system failures, she will include an estimate of repairs necessary to keep the system running for the immediate future.

The Library has been told that all gas-powered equipment must be stored out of the building in accord with fire regulations. The Trustees discussed whether to rent a steel container for this purpose (approximately \$1,500/year) or to buy a storage

shed, both to be placed on Library property. While more expensive short-term, a permanent shed would be more effective and less expensive long-term. This would include the potential for electrical service to the shed depending on location. \$10,000 for this item was therefore added to the Capital Budget Projection. The Computer Services line item includes funds for a new, secure website and for Sierra licenses.

VOTED: Chair Lowrie moved to approve the draft FY16 budget, as amended, with authority for further amendment by the Interim Director, with approval by Trustees Keohane and Phillips. The motion was seconded by Trustee Mann, and approved unanimously.

Acting Director Reardon next reviewed the draft Capital Budget Projection, FY16 – FY22. The Library building is now 50 years old and much of its core infrastructure (such as boiler, elevator, HVAC system) is original and has long exceeded its expected service life. In addition, the building has no fire suppression system. The Trustees discussed the challenge of scheduling these repairs and renovations without triggering ADA, as well as the prudence of making such capital investments in the current building. The Trustees agreed to add the cost of a new HVAC system, replacement parts for the heating system, and a fire suppression system to the FY16 Capital Budget *for discussion purposes*, realizing that all these items cannot be authorized at one time. The Trustees look to the Town for broader guidance, as it would be irresponsible to recommend all these improvements without considering the long-range plan. Other additions to the FY16 Capital Budget will be for a feasibility study and a shed for gas-powered equipment.

Trustee Carthy moved to approve the FY16 Capital Budget Projection as amended, seconded by Trustee Keohane, and voted unanimously. Acting Director Reardon will circulate the amended budget to Trustees.

Opportunities for future initiatives discussed included opening the Children’s Room for one weekday evening, a laser cutter for the Maker space, and increased WiFi capability.

Video Games Update – Acting Director Reardon updated the Board on the problem of an individual patron(s) not returning multiple video games checked out, valued in excess of \$5,000. Other nearby MLN libraries have experienced similar thefts, and a police report was filed on January 5th. The Trustees recommended that the Acting Director move ahead with police on prosecution. An immediate checkout limit of three video games has been imposed by MLN.

New Business

Trust Funds - Trustee Phillips presented a review of the trust funds and other outside accounts that benefit the Library. She reviewed activity in the various funds in FY14, which included the accumulation of income from the Library Gift Funds and several other funds, and the distribution of income from the Jane Gray Children’s Educational Fund. The funds continue to be invested with other Town trusts in a conservative mix of short-term bonds and high dividend blue chip stocks. Trustee Phillips recommended the transfer of 80% of FY15 income from all the funds to the appropriate expense accounts for current Library use.

VOTED: Trustee Phillips moved to transfer \$22,250.98 from the Jane Dustan Children's Educational Fund to the Jane Dustan Children's Expense Account; \$ 3,262.48 from the Special Funds to the Special Fund "72" Expenditure Account; and \$6,523.59 from the Library Gift Funds to its expenditure account – a total transfer of \$32,037.05. The motion was seconded by Chair Lowrie, and voted unanimously.

Director's Report – Acting Director Reardon briefly described the MLN Task Force recommendations on loan periods and fines, but due to the late hour, the Trustees agreed to address this topic at their next meeting.

Friends Report – Trustee Phillips reported on the Friends' generous gift of funds for a new refrigerator and stove for the Library kitchen. The Trustees gratefully accept this kind gift, which will benefit Library staff and enable cooking demonstrations for Library patrons.

Chair Lowrie moved to adjourn the meeting at 9:45 p.m., seconded by Trustee Allgood, and voted unanimously.

Next meeting will be held on Thursday, February 19, at 7:30 p.m.

Respectfully submitted,
Sarah Phillips, Secretary

Exhibits:

Agenda January 15, 2015

Minutes December 18, 2014

Job Posting for BPL Library Director, January 2015

Letter to Town Administrator & Assistant Town Administrator from Trustees Keohane and Mann, regarding Consolidation

FY16 Budget draft and FY16 – FY22 Capital Budget Projection draft

Recap of Library Funds for FY14

FY14 Trustee Funds Activity

FY15 Trustee Funds to Spend

Acting Director's Report, January 15, 2015

BPL Activity Report for November 2014

BPL Activity Report for December 2014

BPL Expenditures for January 2015, dated Jan. 13, 2015

