

BOARD OF TRUSTEES (BOT)
SANDWICH PUBLIC LIBRARY (SPL)
MINUTES FOR JUNE 12, 2018

TOWN CLERK
TOWN OF SANDWICH
JUL 25 2018
1 H 00 M P M
RECEIVED & RECORDED

Present: Chairman Mark Wiklund, Jeanie Vander Pyl, Ted Scribner, William Fleming, Joe Roche, Katie Miller, James Lehane and Library Director Joanne Lamothe

Absent: Christine Brown

Guest: Geoffrey Lenk, Peter Conathan and Jon Hagenstein – Trustees of the Weston Memorial Fund, Joan Robinson – Trustee Candidate, Bill Wagner – Trustee Candidate

The meeting was called to order at 7:04 p.m.

Minutes

- Joe motioned to approve the Minutes from 5/15/18 Bill seconded and all were in favor.

Weston Fund Trustees Annual Report

- Asset allocation Cash 7%, Fixed Income 17% and Stock 76%.
- 20% (\$193,000) of the assets represent utilities and preferred stock and are accounted for as fixed income positions this lowers the typical stock portion to 56% which is a more accurate depiction of the growth portion of the portfolio.
- FY16 income \$25,860, FY17 income \$26,333 and FY18 and FY19 estimated at \$27,700. This money goes directly to the library via the town to fund operating expenses.
- Weston Fund year to date balance 5/31/18 \$946,407 which is a decrease of 1.5% this calendar year but an increase of 4.7% since FY17.
- \$1,000 bequest received from the estate of Carol E. Jillson.
- On 1/27/18, the account did close at \$1,000,977.
- Organizational Change –
 - Town auditors require that the trust file for its own tax ID because the town isn't in control of the trust's assets.
 - The trust had always operated under the town's tax ID.
 - Filing fee \$850. The Weston and the Library trustees will request reimbursement from the town.
 - Switching from a Fiscal year to a Calendar year basis.
 - Can still issue the income fiscally.

Correspondence/Statements/Announcements/Future Items/Follow Up

- Bill Wagner – Trustee candidate
 - Real Estate lawyer.
 - Sandwich resident and library patron for 5½ years.



- Fond of the library and responded to the newspaper notice.
 - The library needs to move forward with fundraising. Familiar with the town of Gardner's efforts to fundraise to build a new library.
 - Second most important institution in town. The High School being the first.
 - Was a board member of the Gardner school committee.
 - Familiar with presenting and arguing points of view.
 - Eager to learn the dynamics of the library.
- Joan Robinson – Trustee candidate (resume handout)
 - Holds a Doctorate and Masters degree.
 - Director of the media library at Wellesley College.
 - Library media specialist for the Andover Schools.
 - Interested in helping the library with fundraising and its future.

Board Reorganization – Election of the Vice Chair

- Vice Chairman – Two nominees Bill Fleming and Joe Roche. Vote count 3 to 3 tie. Mark will have the final vote after talking with each candidate. Vote deferred at this time.

Director's Report

- Personnel Update –
 - Jeremy Zeitlin is the new full time circulation librarian.
 - Open position - part time circulation assistant
- Summer reading program themed “Libraries Rock” begins June 22nd.
- From 6/25-6/29 the Old Colony Library Network will be performing system maintenance and some services will be interrupted.
- The Sandwich Arts Alliance has named the library as art advocate of the year. They are requesting a representative from each library group including the Board of Trustees, the staff and the Friends to attend a dinner to be held on Saturday 8/11/18. Mark will be the Trustee representative.
- PBS launched Great American Read book club (100 books). Vote for you favorite book. Webpage link posted in the newsletter and printed material available at the circulation desk.
- Friend's of the Sandwich Town Archives seeking funds from the Community Preservation to digitize the Sandwich Observer.

Chairperson's Report

- Open Trustee Position – see Correspondence/Statements/Announcements/Future items/Follow up above.

Building Project Strategy Session

- To be held Tuesday 6/19/18 6:30-9:00 in the McKnight room.
- Questions – Do we want to proceed with the building renovation? How do we go about it? Should we partner with Council on Aging?

- Outcome – Subgroups working on a piece of an action item.
- Bill suggested the board should make a decision tonight on whether or not to move forward regarding the \$3,000,000 library renovation project. Believes this will be an optimal year to get public funding in place...strong support by the town and will probably fall within the top four line items on the capital budget.
- Mark and Jim suggest postponing such a decision until the 6/19/18 building project strategy session where continued discussions can occur.
- Katie suggested that since there has been a lot a changes on the board we should do a mini review of the existing strategic plan, mission, vision. What are those things still in play that provide trustee guidance?
- Joanne to email the strategic plan, Bill to email the PowerPoint presentation and feasibility study, Katie to email the statement of need piece to each of the trustees.

Public Forum

- Joan Robinson – When will a decision be made on who the new trustee will be? Mark Wiklund – Further discussions will occur during the executive session.

Meeting was adjourned at 8:35 p.m. to enter into an executive session.

Meeting reconvened at 8:57 p.m.

Vote to Execute Compensation Agreement

Jeanie motioned to award Joanne a 3.5% salary increase for FY19 Ted seconded and all were in favor.

Old Business

Bill Fleming motioned to recommend Bill Wagner to fill the vacant trustee seat Jim seconded and all were in favor.

Meeting was adjourned at 9:05 p.m.

Respectfully submitted,

Melinda Aguiar