

BOARD OF TRUSTEES (BOT)
SANDWICH PUBLIC LIBRARY (SPL)
MINUTES FOR JULY 10, 2018

TOWN CLERK
TOWN OF SANDWICH

SEP 26 2018

9 H 22 M A M
RECEIVED & RECORDED

Present: Chairman Mark Wiklund, Vice Chairman Joe Roche, Jeanie Vander Pyl, Christine Brown, Ted Scribner, William Fleming, Bill Wagner and Library Director Joanne Lamothe

Absent: Katie Miller and James Lehane

Guests: Jonathan and Nancy Fitch – Segur Estate and Tao Woolfe – Sandwich Enterprise

The meeting was called to order at 6:59 p.m.

Jonathan Fitch – Segur Estate Bequeath

- Jonathan and Nancy Fitch presented the library with the second installment of \$50,000 from the estate of Mr. Segur. Mr. Segur bequeathed the library a total of \$100,000. Mr. Segur loved the library and in particular its wonderful staff. He believed in the mission of the library and education.

Review and Approval of Minutes from June 12, 2018 and June 19, 2018

- Mark motioned to approve the Minutes from 6/12/18 with the following change – add in “lasting 22 minutes” to the line on the second page. Should read “Meeting was adjourned at 8:35 p.m. to enter into an executive session (lasting 22 minutes).” Joe seconded and all were in favor.
- Christine motioned to approve the Minutes from 6/19/18 with the following changes – under the section What should our major strategic goals be?
 - Bullet number one – change “Current goal” to “Executive summary”.
 - Bullet number two – move this bullet to the second page under Jeanie’s bullet and add “many years down the line”.
 - Bullet number three (Joanne) – under the first sentence change “#2 on the waitlist” to “#2 on the State’s waitlist”.

Also under Suggested prioritized goals: bullet #2 change “Lobby for big project” to “Lobby for interior improvement project”.

Ted seconded and all were in favor.

Board Reorganization

- Joe Roche – vice chairman. **Mark motioned to approve Joe as the next vice chairman of the board of trustees for the Sandwich Public Library BillF seconded and all were in favor.**

Director's Report

- Personnel update – part time circulation position open.
- Event - Hamiltunes an American Sing-Along on 8/3/18 at Town Hall. A karaoke-style sing-along.
- Author visit from William Martin on 7/18/18. He will talk about his new book **Bound for Gold.**

Chairperson's Report

- Reached out to Gail Ravetz of the Friends of the Sandwich Public Library and Kaethe Maguire of the Friends of the Sandwich Town Archives.
- Arts Alliance on 8/11/18. Joe Roche will attend this event.
- Bill Wagner interim Trustee until the 7/26/18 Selectman vote.

Old Business – Planning Subcommittee Reports

- Political and Town Advocacy Subcommittee Report (Mark Wiklund, Ted Scribner and Bill Fleming):
 - Purpose – to gather intelligence and otherwise work with appropriate town officials and entities to identify and pursue one or more paths to achieving full funding for our SPL 2020 Master Renovation, Moderation and Preservation project under the general supervision of the Board of Trustees.
 - Over the next three months, we will make the initial meet and greet of the various town officials and entities. Possibly set up some presentations.
 - Handout – Table of Town Entities and Officers as of 7/9/18 which includes a color coded master project support key. This table includes a list of the names of chairs, vice chairs and other members from the various town committees and organizations.
- Finance Committee Report (Christine Brown, Jeanie VanderPyl and Joe Roche)
 - Identified an operating budget deficit. (ie: library programming funded from other library affiliates): Action item (contact Joanne) – identify what line items are not fully funded and determine what services we provide that another affiliate of the library (Friends/FOSTA) or the community pays for.

- Friends of the Library: Action item (contact Gail and Marion) – get to know what programs, services and building improvements they are supporting. What are their goals for raising funds and criteria for providing support? Obtain a list of current members of the board and inquire about sources of funding (2017 financials).
 - Friends of the Town Archives: Action item (contact Deb) – get to know what programs and services they are supporting. What are their goals for raising funds and criteria for providing support? Obtain a list of current members of the board and inquire about sources of funding (2017 financials).
 - Other sources of funds ie: Segur funds: Action item (contact Joanne) – What other sources of funds are there? How do these other sources of funds work? Any restrictions? Any expectations for future funds?
 - Weston Funds: Action item (contact Geoff and Joanne) – Obtain a copy of the report. What are the annual disbursements and future income? Is it possible to carry over the balance or is it all used?
 - Town treasurer funds: Action item (Jeanie) – determine the amount of principle and what the annual earnings are. Has this been used in the past few years? Are there constraints to its use?
- PR and Marketing Committee (Katie Miller, Jim Lehane and Bill Wagner)
 - Goal – Inform/socialize to the community what is happening at the library ie: master interior improvement project.
 1. Sandwich Broadsider and Sandwich Enterprise informational notices.
 2. Third party endorsements from citizens and library experts via community outreach.
 3. Research national publications about the future of public libraries.
 4. Electronic newsletter – add a “did you know section”.
 5. Begin community outreach to the various entities around town.
 6. Include a statement of how the library is fiscally responsible.
 7. Year in review – snapshot.

Meeting was adjourned at 8:01 p.m.

Respectfully submitted,

Melinda Aguiar