

**BOARD OF TRUSTEES (BOT)**  
**SANDWICH PUBLIC LIBRARY (SPL)**  
**MINUTES FOR OCTOBER 10, 2017**

TOWN CLERK  
TOWN OF SANDWICH  
DEC 07 2017  
2 H 15 M P M  
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**Present:** Chairperson Jennifer Tickell, Mark Wiklund, William Fleming, Jeanne Maclaren, Joe Roche and Library Director Joanne Lamothe

**Absent:** Vice Chairperson Christine Brown, Jeanie Vander Pyl and Ted Scribner

**Guest:** Tao Woolfe

The meeting was called to order at 7:01 p.m.

**Chairperson's Report**

- Appointment of Katie Miller – on the Board of Selectmen's agenda 11/2/17.
- Meeting with Bud Dunham about Summit –
  - Library funding need for the Schematic and Design Development Phase is included on the list for funding by the town.
  - \$100,000 Schematic and Design Development Phase.
  - Possibly bundling this project with other projects.
- Media outlets in Sandwich –
  - Make sure that the message getting out into the social media venues is accurate.
  - Make corrections when needed when incorrect information is reported.
- Philanthropy Day is November 8, 2017 –
  - Joe Roche attending.
  - Jeanne Maclaren will attend pending her work schedule.
- Retirement gift for Pat Vinies – Michael Magyar Ocean Ball.

**Director's Report**

- Capital request submitted - \$100,000 for architectural design development for interior building renovation for the library is on the capital improvement plan.
- Sandwich Reads Together (Kiwanis funded) –

- On 10/11/17, Sy Montgomery author of “The Soul of an Octopus” visits Town Hall.
- On 10/21/17, Greg Skomal, great white shark biologist, visits the library. “The Great White Shark Scientist” by Sy Montgomery.
- On 11/4/17, bus trip and behind the scenes tour at the New England Aquarium.
- Meeting Room Policy (draft first reading) –
  - Under General Rules #6, change “or the beliefs” to “of the beliefs”.
  - Under Macknight Room, remove last sentence “Use of the room is limited to specific civic groups.”
  - Under Library Lawn and Grounds, suggested to add the word “organized” use of the Library lawn and grounds...etc.
  - Under Room 2 third paragraph second sentence, change “Determination of the room to be reserved is determined by the Library Director...etc” to “Which of the rooms is to be reserved is determined by the Library Director...etc”.
- Request from First Night Committee to use the Library as a venue on Sunday 12/31 –
  - Library will be closed that Sunday.
  - Committee is asking to use the library till 8:00pm.
  - Committee will pay library staff (by volunteer sign up) to monitor the building.
  - **Motion approved – MWiklund made a motion to approve the request by the First Night Committee to use the library pending staff sign ups to monitor the library, JRoché seconded and all were in favor.**
  - No parking lot skating rink this year.
- Updates –
  - On 11/3/17 from 4-6, staff appreciation to be held at the Daniel Webster Inn.
  - Entrance Project – received one bid. Signing contract on 10/16/17. Bulk of project will be complete by December 1<sup>st</sup>.
  - Friends Holiday Open House at the Library will not be happening this year. Working on the Gingerbread Man family puppet show.
  - Mailing of the Friends membership appeal on 10/11/17.
  - Sunday openings off to a great start.

Meeting was adjourned at 8:18 p.m.

Respectfully submitted,

Melinda Aguiar