

BOARD OF TRUSTEES (BOT)
SANDWICH PUBLIC LIBRARY (SPL)
MINUTES FOR JANUARY 14, 2020

TOWN CLERK
TOWN OF SANDWICH
FEB 18 2020
9 H 06 M A M
RECEIVED & RECORDED

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

The meeting was called to order at 7:02 p.m.

Review and Approval of Minutes from December 10, 2019 meeting

- BillW motioned to accept the December 10th minutes – TedS seconded and all were in favor.

Correspondence/Statements/Announcements

- KatieM received an email from library patron Laura Tanguilig with the following questions/inquiries –
 - Greenness of renovation project? Leed would be cost prohibitive and is not included in the budget however every possible opportunity to be as green-efficient as possible will be reviewed.
 - South Sandwich Book Drop? Possible relocation at the new Center for Active Living.
 - Extended Evening Hours? At this time, there is not enough demand to add additional evening hours.

Director's Report

- Library recertified by the Board of Library Commissioners.
- Receipt of 1st installment of State Aid at \$12,488.
- Posted Children's Librarian Position. Formerly Kathy Johnson's position who has since retired. According to union contract, in-house posting for 10 days after which it will be publicly posted.
- Friends Update –
 - Tammy McDevitt – New President
 - Open House on Sunday 1/26/20 meet and greet patrons and provide them with information about the Friends. Includes children's activity.



- The 2020 Richard Connor Award application is now available. A \$2,500 award will be awarded to a graduating senior residing in Sandwich.
- Renovation Project –
 - Owner’s Project Manager (OPM) –
 - Pomroy and Associates (E Bridgewater).
 - Same OPM for the public safety building.
 - Work with MLA Studio
 - Norwell Project – relocated out of town during rebuild.
 - Same OPM for Center for Active Living.
- FY2021 Budget (handout) –
 - Total Net Appropriation \$1,030,063.
 - Total Salaries \$850,626 – includes contractual obligations and longevity but does not include any increase for the director.
 - The last column on page 2 should read “Requested FY2021”.
- Unrestricted funds (handout) total \$418,448. Should not need to touch for operations this year, but can be a failsafe for any renovation project overage. There are additional smaller ‘gift funds’ that are used for emergencies as needed.
 - Segur Gift - \$209,392
 - Weston Fund (earnings) - \$111,438
 - State Aid - \$41,394
 - Silks Gift - \$41,904
 - Trustee Funds - \$14,320
- Building Maintenance – new facilities manager, Brian Schlegel, provides substitute custodian during vacations, absences and any emergency needs throughout the day.

Chairperson’s Report

- New Year’s Eve concerts at the library were successful.
- Met with FOSTA on January 10, 2020 (JoanneL, MarkW and JoeR) –
 - A reminder of the policy regarding requests for funding of professional development needs to go through the director as other library staff are required.
 - FOSTA is a 501c3 group who raises money for the benefit of the town archives to be expended at their discretion.
 - Library money is appropriated by the Town, managed by the Director and overseen and governed by a publicly elected Board of Trustees.

- The Board has made an exception this year to go ahead and pay for the archivist's professional development.
- FOSTA is funding the ongoing process of digitizing the collection.
- FOSTA questioned the extent of services that will be available during the renovation – this will be determined for all departments as the project proceeds.
- Communication between boards/director was discussed.
- Chairman wanted to express his enthusiasm that the Archives are an important part of the library that will have significantly visible real estate in the new space and we are delighted to spend funds on a great space that will serve the community for decades to come.

New Business

- JoanneL requested to attend the Book Expo in New York in May 2020.

BillF motioned to fund Joanne's expenses to attend the Book Expo in New York in May 2020 – ChristineB seconded and all were in favor.

Meeting was adjourned at 7:45 p.m.

Respectfully submitted,



Melinda Aguiar