

**Wilbraham Public Library**  
**Board of Trustees**  
**Meeting Minutes**  
**January 19, 2016**  
**Brooks Room**

*Present:* Ray Burk, J. Patrick Decoteau, James Jurgens, Lucy Pelland, and Karen Demers

Called to order at 5:35 p.m.

Patrick moved to accept the minutes from the December 2015 meeting, Lucy seconded the motion and it passed unanimously.

*Library Director report -*

Karen reported that an issue has developed with the Local 98 union and the Sunday staffing situation. Further comment cannot be made unless the trustees post an executive session, which will occur at the February meeting.

An amateur film crew has requested to shoot a scene at the library (not during library hours). Karen has volunteered to open the building and supervise. Patrick moved to approve request, Ray seconded the motion, and it passed unanimously.

Karen reported that interviews for the part-time Asst. Children's Library position are going well and that there are several excellent candidates. A decision will be made by early next week.

The group made a final review of the Materials Selection Policy. Ray moved to accept the policy, Patrick seconded the motion and it passed unanimously.

The group reviewed the 1<sup>st</sup> and 2<sup>nd</sup> quarter financial reports. Patrick suggested that an additional column be added to the format to compare the previous year's percent expended to date. Karen noted that she would check with Tonya to see if she could add that, or if the reports were generated by Town Hall. Ray moved to accept the 1<sup>st</sup> quarter report, subject to audit, Patrick seconded the motion and it passed unanimously. Lucy moved to accept the 2<sup>nd</sup> quarter report, subject to audit, Patrick seconded the motion and it passed unanimously.

The group reviewed the Community Survey. Patrick recommended adding a comment in the beginning on the estimated time to complete. Ray noted some other languages to add in one of the question choices.

Karen noted that Mary is offering three sessions of training for the new Commonwealth e-Collection, and that Great Decisions will be starting with the largest number of participants yet.

*Friends -*

Ray noted with his Friends report that there were members of the FOL board who were not pleased with the LIFT mailing. Jim noted that he would reach out to the FOL president. There is still no coordinator for the Friends Art Show. The group noted the lack of art exhibit during January. Patrick suggested doing some outreach to local colleges. Karen will request that Mary Bell connect with the

appropriate departments. Ray noted that the Friends are pursuing expanding their membership base.

*Building -*

Karen noted that she will be creating a Doodle poll for the next meeting of WPLRIC for February. Electrician Brian Hebert has visited the library twice and will have some recommendations for the group.

*LIFT -*

Jim thanked Lucy for her assistance in getting the mailing out. 839 were sent, 145 came back undeliverable. There were 28 donations, ranging from \$7 to \$200, totaling nearly \$1,500. The balance in the LIFT account is a little over \$56,000. Lucy inquired about having LIFT information on the library website. Karen noted that there is information on the website under "Supporting organizations", but it needs to be updated.

*Miscellaneous -*

Karen noted the dates and locations of the upcoming Library Legislative Breakfasts.

Adjourned at 7:00 p.m.

Respectfully submitted,  
Karen Demers, Library Director  
(Secretary Linda Moriarty absent on January 19, 2016)