

Boyden Library
Board of Trustees
Minutes of Monthly Meeting
Wednesday, June 20, 2012

8:15 pm Welcome and call to order Jeff Lovely.
Attendees: Trustees Jeff Lovely, Janet Pineault, Thomas Magee, Fran Spillane, Kevin Penders and Ellen Pillsbury; Friends President Diane Monahan, ADCOM liaison Kevin Powers and Library Director Jerry Cirillo.

Minutes: The minutes of the May 16, 2012 Trustees Meeting were reviewed. Kevin Penders made a motion to approve; Tom Magee seconded; all agreed.

Friends' Report:

Diane Monahan reported on the success of having a Friends table at the Annual Town Election. She reported they received a lot of positive feedback on the library addition and renovation project and that donations received were approximately \$100. The Friends also sold glow sticks at their table on Founder's Day. Diane reported the Friends June newsletter was sent electronically to 160 members with 180 sent by mail. They are also in the process of looking at new software to use for the monthly newsletter. The Friends will not be meeting in July or August with the next meeting scheduled for September 5.

Professional Staff Reports:

The professional staff reports for May 2012 were reviewed.

Financial Reports:

The May 2012 financial report was reviewed. Jerry Cirillo reported approximately \$20-30,000 in expenses will be returned to the Town at the end of the fiscal year with quite a bit more being returned from salaries. He also reported the purchase of two more Kindles and one computer. He also confirmed the materials expenditures mid-level requirement of \$128,200 would be met for the State Aid requirement.

Director's Report:

The director's report was reviewed with a brief discussion on the addition of Custodial Services to the library's FY13 Operating Expense Budget. Jerry also discussed the salary increases due to the negotiated union contract and the new pay plan for non-union employees.

Liaison Reports: Selectmen; Advisory Committee:

ADCOM liaison Kevin Powers asked for clarification regarding materials expenditures and the use of State Aid funds.

Motion for FY2013 Bill/Payroll Signing

Trustee Fran Spillane made a motion that Jerry Cirillo, Library Director, be responsible for the signing of the library's weekly payroll, weekly turnover of funds to the Town, weekly bills submitted to the Town, and for oversight approval of expenditures needed for supplies, maintenance and repair, and similar items to the amount of \$10,000 for FY2013; the above duties to be carried out by Senior Professional Librarians in the absence of the Director. Kevin Penders seconded the motion; all in favor.

Monthly Statistical Report/Comparable Libraries List

Director Jerry Cirillo presented a sample statistical report to the Trustees for review. The Comparative Statistics report included 10 similar communities. After some discussion, Kevin Penders suggested using only 5 communities for comparison. The Trustees will continue to review their options for statistical reports and comparable libraries lists in future meetings.

Library Director's Performance Review

Jeff Lovely explained the process of scoring the review and summarized that Jerry's overall score is very close to straight "outstanding". He also commented that Jerry is doing a great job and expects he will continue to do so.

Building Addition/Renovation Project Issues and Committee Reports:

- Construction Progress Report/Updates from Weekly Construction Meetings – Janet Pineault reported the change in the TLT project manager. She commented on the very good working relationship with LLB and STV; that both STV and LLB are looking out for the library's best interest.
- Other project issues – The Capital Campaign Committee is scheduled to meet on Wednesday, June 27 in Jeff Lovely's office.

Other Business:

Kevin Penders reported he did not receive any response to his email sent out last month regarding the possibility of changing the meeting dates for the PMSBC/Trustees meeting to the fourth Wednesday of each month. At this point, the meeting schedule will remain the third Wednesday of each month following the joint PMSBC/Trustee meeting.

9:07 pm Tom Magee made a motion to adjourn; Fran Spillane seconded; all agreed.

Respectfully submitted,
Deborah J. Volpini