

**Freetown Board of Library Trustees**  
Minutes of the Thursday, January 23, 2014 Meeting  
James White Memorial Library, East Freetown, Mass.

**Present:** Irene Ashley, Vince Kyne, Mike McCue, Christine Paiva, Lucille Rosa, and Dick Spencer.

**Also Present:** Dorothy Stanley-Ballard (Library Director), Casey Pittsley (Library Technician).

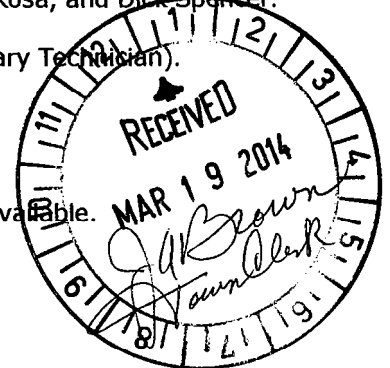
**Call to order:** Chairman Lucille Rosa called the meeting to order at 6:05p.

**Approval of Minutes**

The minutes of November 19th, November 22nd, and December 17th were not available.

**Review Payroll and Sign Bills**

Payroll summaries were reviewed. Bills were reviewed and signed as needed.



**Library Director's Report – Budget**

Mrs. Stanley-Ballard reported on her budget submission for FY15. Using the Massachusetts Board of Library Commissioners formula, the budget should be no less than \$115,460. This amount adequately covers the personnel raises due on July 1st and January 1st, and represents an increase of only \$765.00 over FY14. It was agreed on consensus to submit this budget with no changes. Trustees then signed the budget form.

Discussion then turned to the capital improvements budget. Mrs. Stanley-Ballard addressed the previous concerns with the windows of the Hathaway Library. The windows required, at a minimum, new glazing and work to tighten and secure them. Mrs. Rosa noted that several windows have broken panes. All believed that the windows were original to the building (1895). Mr. Kyne felt that for the amount of work needed, it would be better to replace the windows with new, warranted windows. Mr. McCue questioned whether the transoms and peaks of some of the windows would present an issue. Mr. Kyne stated that a good number of windows today are custom orders. Mr. Kyne agreed to devise an estimate for replacing the windows.

Next to be discussed was the oil tank at the Hathaway Library. The town's insurance agent, Mass. Interlocal Insurance Agency, had conducted an inspection of the library and expressed concern that the tank was old and situated above a dirt floor. MIIA requested that the tank be replaced with a double-wall tank and that it sit on some sort of concrete pad. Mrs. Rosa believed the cost to replace the tank would be about \$1,000. Mr. Kyne agreed to seek an estimate on replacing the tank.

Mr. McCue questioned the condition of the furnace as he remembered discussing its state previously. Mrs. Stanley-Ballard confirmed that the gentleman servicing the furnace had expressed concerns about its long-term health. Discussion ensued on whether to retain the furnace or seek replacement. Mrs. Rosa believed the cost to replace the furnace would be in the ballpark of \$3,500.

Ultimately, consensus was to secure estimates on all three projects and submit all as part of the capital budget.

**Library Director's Report – General**

Mrs. Stanley-Ballard reported that she would be purchasing five new computers with Windows 7 in the near future, and another three prior to the end of the year. This project is being undertaken due to the impending sunset on support for Windows XP.

It was noted that in addition to the oil tank, MIIA had expressed concerns over the fire extinguisher, emergency lighting, and general clutter at the Hathaway Library. The fire extinguisher will be serviced on January 24th and batteries in the emergency lighting will be checked and replaced as needed, negating both

issues. Mrs. Stanley-Ballard stated she had spoken with Richard Brown, Town Administrator, regarding the clutter. She informed Mr. Brown of the ongoing efforts over the past few months to weed unnecessary materials and clean up the library in general. However, with the insurance agency officially noting the issue, it was deemed to be even more pressing.

Trustees discussed the crowding and clutter at the library. All felt that the efforts of the librarians to improve the situation had been admirable, but that further and more rapid attention was necessary. Mrs. Paiva noted that on two trips to the library, the clutter seemed to worsen in some areas rather than improve. Mrs. Rosa felt that there may be a disconnect in communicating what was to go where. Mrs. Stanley-Ballard stated that she and Miss Pittsley would be working on the issue during the Saturday morning shift on January 25th. Mrs. Rosa and Mr. McCue volunteered to attend, along with Mrs. Ashley if she were able. It was noted that the Trustees previously discussed securing a dumpster to aide in the process. Mr. McCue agreed to ring Al Foster on Friday to see if a dumpster were available, Peter Borges no longer having small dumpsters.

#### **Library Design and Planning Report**

No report given.

#### **Old Business**

Mrs. Stanley-Ballard reported that the patron who had run up a tab of nearly \$300.00 recently returned all but two of her books. This had reduced her bill down to below \$30.00, and that amount could still be off the account if the two outstanding books were returned. Trustees praised Mrs. Stanley-Ballard and Miss Pittsley for pursuing the matter.

Mrs. Stanley-Ballard also reported that a patron had been causing mischief in the library. Appropriate steps were taken to address the situation.

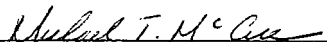
#### **New Business**

Mr. Spencer announced that he would be retiring from the board this spring. The remaining Trustees acknowledged this with regret.

#### **Meeting Adjourned**

A motion was made by Mrs. Ashley, seconded by Mrs. Paiva, to adjourn the meeting. The motion carried unanimously, and the meeting adjourned at 7:15p.

This is a True Record by me.

Attest:   
Michael T. McCue