

Freetown Board of Library Trustees

Minutes of Thursday October 17, 2019

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James White Library

7:00 pm

Call to Order: Chairperson Paul Sadeck called the meeting to order at 7:00 pm. Paul Sadeck is recording the meeting.

Present: Linda Fournier, Christine Paiva, Lucille Rosa, Beverly Sadeck, Paul Sadeck, Dorothy Stanley-Ballard, Library Director and Nicole Davignon, Senior Librarian.

Absent: Irene Ashley

Payroll, Bills, Minutes and Reports:

Review of Payroll: Payroll for September was reviewed. Dorothy addressed questions regarding the labeling of the columns.

Review of Bills: Bills for September were reviewed. There were no questions.

Approve Minutes of Prior Meeting: The minutes of the September meeting were approved on a motion made by Linda Fournier seconded by Lucille Rosa.

Report of Library Director: Dorothy reported that on October 31st, (Halloween) the White Library will be hosting a " Halloween Spooktacular ". Both Dorothy and Nicole will be working that evening. The event will be held from 4-7 pm and has been well advertised. There will be crafts and activities for the children to participate in. Dorothy reported that in the near future the library will be purchasing a wireless copy machine from Staples. This will be a toner/ laser based printer. The cost is \$349.00 with an additional cost of \$50.00 for a warranty policy. By purchasing this machine it will do away with the need for printers for the computers. The plan is to wait on ordering the copy machine until the current printer cartridges are used up. Dorothy and her staff are working on a project to make room for more DVD's at both libraries. They are replacing the current DVD cases with thinner cases which allows more DVDs to be stored on each shelf. They have currently replaced most of the cases at the Hathaway library and will soon be working on the DVDs at the White library.

Old Business:

Customer Service Policy: The draft of the policy was reviewed. After discussion it was voted to include in the policy that the library staff would wear name badges with only their first name on them. Dorothy will order the badges from Staples within the next two weeks. On a motion made by Lucille Rosa and seconded by Beverly Sadeck the policy was accepted.

Circulation Policy: Dorothy updated the current Circulation Policy to include SAILS new AUTO- RENEW policy. Dorothy provided the trustees with a copy of the updated policy. On a motion made by Linda Fournier, seconded by Lucille Rosa the updated policy was accepted.

Collection/Development Policy- Dorothy will begin working on this policy.

Review the draft Library Director Job Description: After discussion it was decided that under the, Required Education and Experience section a bullet stating, " Work Flow experience– preferred " should be included. This was the only adjustment to be made to the job description as written.

Long Range Plan: Dorothy and Lucille are going to work together to update the Long Range Plan with new stats that are now available.

Story Hour: Nicole shared with the group her plan for story hour at the White Library. This will begin on November 19,2019 starting at 10:30 am. The story hour will be held every Tuesday for 5-6 weeks. After a short discussion it was decided that there was no need to have parents pre-register their children for story hour. Nicole has made up flyers that will be placed in various sites to advertise story hour along with posting on the town web-site and the library face-book site. Nicole also shared with the group a sample of an informational brochure that she has developed which highlights what the library has to offer to the community. Her plan is to place these in various locations in town and have them available for different town events. To have them printed at Staples is not cost effective, so they will be printed on the library copy machine. Nicole expressed concern that when she leaves the Hathaway library at night there is no lighting outside and she needs to use the light from her phone to see where she is going. This is a major safety concern. Paul to address this issue with the Town Administrator.

New Business

Discuss the use of social media: Paul addressed the group reminding everyone that nothing should be put on any form of personal social media (ie- face book) about the library.

Paul to speak with Ali regarding when we should plan to meet with the selectmen to present our new Director job description and increase in hours request.

Next Meeting: November 21,2019 at 7:00pm

Meeting Adjourned: 8:10 pm.

Respectfully Submitted


Beverly Sadeck