

Minutes of May 23, 2017
Hanson Public Library Board of Trustee Meeting
Hanson Public Library
132 Maquan St, Hanson, MA 02341

In Attendance: Jen Hickey, Linda Wall, Karen Stolfer, Joanne Estes and Dianna McDevitt

Jen Hickey called the meeting to order at 6:34PM

- We reviewed the minutes of the 4/25/17 meeting. Joanne Estes made a motion to accept, seconded by Linda Wall, the motion passed with all in favor.
- We reviewed the minutes of the 5/16/17 meeting. Linda Wall made a motion to accept, seconded by Joanne Estes, the motion passed with all in favor.

REPORTS

- Financial Report – The library has a little more than \$3,400 to spend before 7/1/17 on materials to qualify for maximum state aid.
- Expenditure Report – The library needs to do a \$7,500 Reserve Fund Transfer to pay bills under the object that includes utilities and materials.
- Linda Wall made a motion recommending Karen to request Todd Hassett transfer from the Reserve Fund to the Electricity line with the approval of the Finance Committee to cover the required expenditures for utilities and state aid. Dianna seconded the motion and it passed with all in favor.

OLD BUSINESS

- Building Maintenance Updates – the Community Room floors were stripped and polished and all carpets were cleaned.
- Siding – Karen met with Mike McCue and Bob Curran. They feel some of the leaks are caused by siding that is deteriorating. We would need some samples and costs if the decision is to re-do all the siding. There is still \$51,000 left for the siding and painting in the budget.
- Reference Librarian Update – Lindsay Arndt has accepted the position.

NEW BUSINESS

- **Meeting with MBLC regarding Planning & Design Grant** – Karen Stolfer, Mike McCue and Linda Wall met with Lauren Stara a Library Building Specialist.
- Next grant round is in 2020 for Building Grants.
- Next step for Hanson Library – Hire a consultant to do a Needs Assessment Feasibility and survey the town.
- Jen Hickey made a motion for Karen to research the various Library Building Consultants provided by Lauren Stara and report back her findings to the Trustees, seconded by Linda Wall and it passed with all in favor.

Summer Reading 2017

- Build a Better World is the theme, Kickoff is Friday 6/23/17.
- Minecraft Madness will be paid for using a Cultural Grant.

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- There were 6 bikes donated to the Hanson Public Library which were donated by the Knights of Pythias. There is a boy's and a girl's bike for each grade 1, 2 & 3. They will be raffled off at the end of the summer.
- Karen is checking with both South Shore VoTech and WHRHS for printing of the summer newsletter.

Summer Hours

- Jen Hickey made a motion that we close on Tuesday July 4, 2017 for the 4th of July Holiday. Summer hours for Saturdays from 9:00AM to 1:00PM will begin July 1, 2017 through August 26, 2017. We will close on Saturday September 2, 2017 and Monday September 4, 2017 for the Labor Day weekend, other weekday hours will remain the same. It was seconded by Joanne Estes and it passed with all in favor.

Building Maintenance – Fire alarm panel/phone repair, landscaping

- Fire Alarm Panel was beeping recently. Hanson Fire Department checked it out and said the panel was okay but the phone line is compromised, there is no working line attached to the panel. Verizon set it up temporarily using a 2nd line from the senior center.
- Alarm Company recommends a DSC Fire Rated cell radio to eliminate the phone line. Panel must be tested annually. This would come out of the building line in the budget.
- Jen Hickey made a motion that Karen Stolfer pursues the SecurAlarm LLC proposal for up to \$1,161 to install the DSC Fire Rated cell radio and antenna with \$40 monthly central station monitoring with cell service for the building Fire Alarm. The motion was seconded by Linda Wall and passed with all in favor.
- Verizon came in to check the phones after another outage and temporarily got line 1 of the Phone System working again but it has since stopped working. There is also a lot of noise on line 1 and 2.
- Landscaping – Karen received one quote and is awaiting 2 additional quotes.

Library updates – OverDrive Advantage program, newsletter

- SAILS is considering changing the Overdrive model to OverDrive Advantage. We would “own” our eBooks and our patrons would have preference on checking out our items. This would move away from the Network purchase and would work more like the paper book system.
- Linda Wall made a motion for Karen to pursue a membership in OverDrive Advantage as recommended by SAILS, it was seconded by Joanne Estes and passed with all in favor.

Foundation updates

- The next Hanson Library Foundation meeting is Tuesday May 30, 2017 at 6:30PM.

Adjournment

Linda Wall made a motion to adjourn the meeting at 7:52PM and it was seconded by Joanne Estes and passed with all in favor.

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Submitted by Dianna McDevitt, Trustee

List of Handouts

Agenda

Check Outs by Day of the Week

Summer newsletter sample

Financial Report

Expenditure Report (from 07/01/2016 to 06/30/2017)

MPLCP Architectural Firm List

MLBC Construction Grant Round handout

MLBC Construction Program handout

OPM (Owners Project Managers) listing

Library Building Consultants listing

Article 21 from Hanson Annual Town Meeting dated May 7, 2007

SecurAlarm LLC Proposal

OverDrive Advantage description