

March 5, 2019
Hanson Public Library Board of Trustee Meeting
Hanson Public Library
132 Maquan St. Hanson, MA 02341

In Attendance: Corinne Cafardo, Joanne Estes, Pam Fager, Jennifer Hickey, Dianna McDevitt, Linda Wall, Karen Stolfer, and Mike McCue

Call to Order – Corinne Cafardo called the meeting to order at 6:30 PM.

Review and Approval of Minutes-

- Dianna McDevitt made a motion to accept the Minutes of December 18, 2018, January 10, 2019, January 22, 2019, and February 26, 2019. The motion was seconded by Joanne Estes, and the Minutes were unanimously approved.

Reports & Statistic-

- December 2018, January 2019, and February 2019- Karen highlighted the increase in overall circulation for December through February from the previous year. In addition, she noted that RBdigital, Hoopla, eBooks/audiobook usage has also increased. The increases across the board demonstrate that Library usage is strong.

Building/Maintenance

- Siding Update- Mike McCue discussed the ongoing concerns about replacing the siding. We currently have about \$30,000 left in the account for repairs and that is not enough to cover the cost for siding. Mike told us that the rot on the building will be fixed, and the flashing will be painted to match the rest of the building. We will hold off any further discussion about siding until the spring so we can assess the leaks.
- Heating system- Mike McCue discussed the ongoing heating concerns and informed us that the heating system is sufficient but needs some fine tuning and yearly maintenance.
- Security Cameras-We discussed our expectations for security cameras in and around the building so that Karen can get quotes. It was decided to get pricing for security cameras that will cover the parking lot area closest to the entrance, the front and back entrance doors, the lobby, and the children's room entrance. Karen will report back.
- Snow removal- We discussed our concerns about adequate shoveling and de-icing at the Library and explained to Mike McCue the conflict with the custodians' hours at the senior center and the Library and the timing of inclement weather. Mike McCue is going to check with Mary Collins regarding the Senior Center custodian to see if he wants be called in for overtime work. If not, Mike will talk to the Highway Department to see if they can address our concerns; Our last option will be to hire a private contractor. Karen will report back with the procedures going forward. Linda also brought up the concerns over the trees out front, some of which are dead. Mike mentioned that he will look into the replacement of the trees through the National Grid Arbor Day Program. He suggested we could stagger the replacement of the trees over the course of a few years, and he thinks it should be a low cost job.

Programming & Services-

- Past Program Updates from December to March- Karen reviewed the varied and plentiful events held at the Library during the months of December, January, February, and March (through 3/4/19). She reported that the Library had 29 events for adults and 34 events/programs for children and teens. Karen also noted that Julia ran some successful technology classes; 16 children are attending Jess' Saturday Story Time, and Mr. Patton's art classes continue to be popular. Over the past three months roughly 600 people attended the Library's events/programs.
- Upcoming Program Updates- The Foundation will hold its Annual Beer and Wine on March 8, 2019. The Library is having a Boston Bruins pajama drive which will end on March 15th. The Library is also starting an Art Club which will meet weekly.
- Charging Cords- Julia researched and purchased two chargers to be used in the Library. Patrons will be able to check out a charger for use in the library for an hour at a time. Karen will reassess the current plan for usage and report back at a later date.

Policies-

- Community Room Request- The Trustees denied a request for Real Angels Foundation to use the Community Room on May 7th based on past publicity which made it appear as if their event was sponsored by the Library. Pam Fager made a motion to deny the request; Corinne Cafardo seconded the motion, and the Motion was unanimously approved. Karen is working to revise the Community Room Policy and will bring back a revised copy for our next meeting.

Planning and Design Grant Update

- Building Program Document-Karen reviewed the edits made to the Building Program document. Corinne Cafardo made a motion to accept the revised Building Program document. Pam Fager seconded the motion, and it was unanimously approved. Lauren Stara, Library Building Specialist from the MA Board of Library Commissioners, made wonderful suggestions for edits, and we thank her for her time.
- Next steps- Karen will talk to Ruth Kowal about presenting the Building Program at Town Meeting. Mike McCue will check with Sean Kealy, Town Moderator, about presenting at Town Meeting. The presentation will be about 10 minutes. Ruth will make the presentation.
- Lauren Stara told Karen that a Construction Grant will probably not be available for another five years. She suggested we hold off on a Feasibility Study until the State has another round of Planning and Design grants. She also suggested we talk to legislators about funding a construction grant bond.

HPL Foundation Updates

- Middle School Literacy Ideas- Karen presented some initial ideas about how to use the generous donations made in memory of Gret Lozeau. In an effort to increase middle school literacy, Karen mentioned starting a teen book club with a theme related activity. Kate and Julia talked about creating a meeting space for teens and purchasing furniture for a teen area. Karen suggested purchasing some large print, high interest books geared for middle school students. Linda

passed out an article from the Hanson Express about middle school literacy for us to review. Pam Fager will compile some suggestion as well. This will be an ongoing discussion, and we will reach out to Gret's family for input as well.

Library Director Evaluation

- Follow up for Karen's Review- Corinne Cafardo spoke to Mike McCue about our review of Karen. Mike added an addendum regarding Karen's performance. We are all in agreement that Karen is doing splendidly.
- Three Goals- Karen presented three goals that she has set for herself. Her goals are to increase her communication with patrons, improve her networking skills, and become more involved with town organizations and local government.

Adjournment

- Corinne Cafardo made a motion to adjourn at 8:39 PM. The motion was seconded by Dianna McDevitt. All were in favor of the motion.

Submitted by Jennifer Hickey, Secretary.

List of Handouts

Board of Library Trustees Notice of Meeting Agenda

Minutes of December 18, 2018 Hanson Public Library Board of Trustee Meeting

Minutes of January 10, 2019 Hanson Public Library Board of Trustee Meeting

Minutes of January 22, 2019 Hanson Public Library Board of Trustee Meeting

Minutes of February 26, 2019 Hanson Public Library Board of Trustee Meeting

Statistics for December 2018, January 2019, and February 2019

Programming Update 12/18/18-3/04/19 statistics

Hanson Public Library PJ Drive press release

Flyer for A Softer Side of Celtic

Flyer for Art Club

Information on Charging Cords

Library Building Program document

Middle School Literacy Ideas

Hanson Public Library Director Evaluation Goals 2019

Addendum to Karen Stolfer Annual Evaluation FY 2018