

Pearle L. Crawford Memorial Library
Board of Trustees Meeting Minutes
Tuesday, September 26, 2017
Dudley Municipal Complex – Room 315 – 5:15 p.m.

In Attendance: Ben Craver (Co-Chair), Nora Cavic (Co-Chair), Randi Booth, Richard Clark, Cathleen Carmignani, Patricia Korch, Karen Wall (Library Director)

Videographer: Brian Dorval

Nora Cavic called the meeting to order at 5:16 P.M.

Review of Minutes from August 29, 2017 meeting:

Ben Craver made a motion to accept the minutes of the August 22, 2017 meeting. Seconded by Richard Clark.
Unanimously approved.

Newly-appointed Trustee, Randi Booth, was welcomed to the Board.

Director's Report (attached)

Programs: Karen Wall explained the "Bookface" contest, and reviewed the upcoming youth and adult programs. Special mention was made of the children's Buzz Lightyear program that will focus on learning to read along with information for parents on funding for college.

The Friends of the Library fundraiser at the Publick House was a success. A special thank you to Anne Marie Safaee who organized the event. The Friends will have an Afghan Raffle as their October fundraiser, along with their Fall Book Sale on Fri. Oct. 27th and Sat., Oct 28th. Member preview night is Thurs., Oct. 26th from 5–8 P.M.

Karen explained how programs are chosen for the Library. Programs are funded by Cultural Council grants or by the Friends of the Library. Karen will pursue the possibility of hiring a part-time programming librarian, referencing the amount of time that program-planning takes. She acknowledged and commended the contributions of the library staff in assisting with this task.

Budget: FY18 up-to-date budget was reviewed.

Facilities: An additional camera will be installed as an upgrade to the Library's security system at an estimated cost of \$750. Richard Clark recommended that perhaps the security co. could check the wiring for the projector.

Additional: A welcome to the new interim circulation staff member, Lisa Rice.

A shout out to George Martin and the United Way volunteers for the fall clean up and plantings around the Library.

The Financial Report, which is used to determine our state aid distribution, has been submitted to the Mass. Board of Library Commissioners.

Staff training will take place in Oct. and Nov. along with other area libraries to cost share. On Nov. 15th the Library be closed to allow for an all-staff training in Sturbridge, and will open 1–5 P.M. that day.

Pat Korch is assembling Trustee reference materials that will be available near the Trustee folders, and asked that Trustees please acknowledge/respond to emails.

Old Business

Richard Clark pursued the issue of having Michele Gervais handle the task of transcribing our monthly minutes, and presented his information to the Board.

Pat Korch made a motion to hire Michele Gervais to take the meeting minutes. Seconded by Richard Clark.

Unanimously approved. Richard will confirm process for payment with Town Administrator, Greg Balukonis.

The next Trustee meeting is October 24th .The trustees decided to cancel the December meeting that would have taken place the day after Christmas, and to re-schedule the next meeting to January 9th.

Ben Craver made a motion to adjourn. Seconded by Richard Clark. **Unanimously approved.**

Meeting adjourned at 6:08 P.M.

Submitted by Pat Korch