



## **TOWN OF TRURO**

**P.O. Box 2030  
Town Hall Road  
Truro, MA 02666**

### **Board of Library Trustees**

#### **Minutes**

**Friday November 17, 2017**

**9:30 am**

#### **TRURO PUBLIC LIBRARY**

**Present:** Keith Althaus, Mary Abt, Martha Magane, Jim Kyed, FOTL: Marge Adams,  
Executive Director: Tricia Gardner

**Absent:** Sally Brotman

#### **9:30 am meeting called to order**

**-Approval of October 20, 2017 minutes – Mary Abt (5 min) tabled to next month.**

**-Friends of Truro Library report – Marilyn Adams (5 min)**

November 17 - Montano's Restaurant is donating 15% of all proceeds from Truro Library Night to FOTL

Gift Tree is up and ready for donations.

Benny's is out of operation so finding bike donations will be a new challenge.

Banner did not mention the Gift Tree

3rd Annual Soup Luncheon 1-10.

Field trip March or April. Kirsten is planning an event – FOTL will not be going to Flower Show

#### **o Shed replacement**

Shed does belong to the FOTL per Keith Althaus

FOTL opinion is that sheds are not needed. Repair and upgrade current sheds.

This will save money for more important FOTL tasks.

**-Library Director's report – Tricia Ford (40 min)**

Hard copy presented and attached

Numbers are up.

Audio books - Shelving is not symmetrical some shelves are wider than others.

Lighting shelves - Wider aisles may help. DPW will be doing the work.

**-TM suggestions for holiday schedule for Library:**

-1/2 day to be used on Saturday 1/23 and 1/30

(is there a music program scheduled?)

Floating holiday.

- \$210 donation from Salty Market to the Truro Children's Library.

- Truro Central School visits statistics show that when students visit library 810 children's books are circulated.

Fridays students do not visit circulation is

686 books are circulated

- Jamie Naidoo will interview Maggie and Tricia a rep to talk about Libraries and LBGTQ issues

**o Salaries and wages FY19 proposals with cost implications**

- Salaries for Truro Library Director is at the bottom of Cape Cod compensation range – Item for agenda at December 2017 meeting

**o Proposed FY-19 Budget**

Library's new roof is scheduled in Truro town budget.

The Trustees Rankings for Capital Improvements will be presented to TM.

**o Road signage update BOS presentation- no report**

**o Stairwell signage update**

Decisions were delegated to the staff to choose the style and font for library signage.

Martha Magane presented a picture of the Eastham Library Lucite pedestal stand signage.

**o Library Patron Policy: Approval**

Pet policy no pets except certified service animals

Eating or drinking prohibited. bottled water ok but not at computers

Disruptive behavior not allowed

**Motion** by Mary Abt to accept the Patron Policy with the presented changes.

2nd Martha Magane

accepted unanimously by Trustees.

**o Gift Policy**

A copy of the policy will be in Trustees mail boxes

To be an agenda item for discussion at December meeting

**o Outreach to Truro resident non-card holders**

Non-cardholder residents have been compiled from A-D is completed.

Could the first mailing be just the A-D residents possibly as a test run?

**o Video equipment update**

The library purchased a Sony camera (cost \$1049) Galen is learning the video camera and has 3 films ready to go

**Ongoing: (10 min)**

**o Endowment: Brochure, Policy issues discussion – Jim Kyed**

Galen is working on a trifold for the Endowment Fund.

Discussion of appropriateness of an endowment fund.

Does the COA have an endowment? Tricia will ask Susan Travers if that is true.

- Any other business that may legally come before the committee for discussion at the next meeting

**Town Policies** discussion Jim Kyed.

Town Policy #54 a language question.

It is within the purview of the Truro Library Board of Trustees to bring questions about town policies to the attention of Town Officials if there is incorrect information contained in the policy.

Tricia will put hard copies of the policies in Trustee mailboxes for December meeting.

Meeting adjourned at 10:43am

Jim Kyed 2<sup>nd</sup> Martha Magane

Next meeting Friday, December 15, 2017 at 9:30am

December FOTL meeting/Keith Althaus

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