



Board of Library Trustees Minutes
Friday, September 21, 2018
9:30 am Cobb Room

Attending: Sally Brotman, Jim Kyed, Keith Althaus, Mary Abt, Martha Magane,
Tricia Ford Executive Director

Meeting called to order 9:34am

- **Approval of August 17, 2018 minutes** (with the following corrections)
 1. 2nd to last line on page 1 to "A"dult videos. change word
 2. "Done" to "down" same line.
 3. A.R.IS. report "submitted" (not due)
- **Friends of Truro Library report – Marilyn Adams tabled to next month**
- **Library Director's report – Tricia Ford (30 min) Hard copy attached.**
 - statistics are down from last year. Whether it is a trend is not evident.
 - People counter at the front door was in for repair so there is not an accurate count of foot traffic. Tricia will make a judgement as to replace or repair.
 - Jarod Cabral was in for a third roof estimate
 - Staff luncheon was greatly appreciated by all.

A big thanks to Jim Kyed for the chocolates the next day.
 - Courtney and Ken are switching hours
 - Beach Party At Corn Hill September 22, 4pm
 - Lynda.com access though library website. Video database full of tutorials that are curated. There will be highlights about the site in the upcoming Footnotes.
 - Oxford English Dictionary is now on line in the website.
 - Truro Library will stream an Atlantic White Shark Conservancy talk by Greg Skomal: Truro will host and stream to other CLAMS libraries for synchronous viewing.
 - A program about how to live with white sharks was suggested involving the Town and National Seashore perspective
 - Galen and Tricia going to Chicago for Phase one for the Measure Library Broadband Networks Project. Tricia is interested to learn about the effects and response to new net neutrality legislation
 - Courtney new chair of CLAMS Public Service Implementation Group.
- - Preliminary Budget/Capital projects
 - Beginning to prepare the 2019 budget
 - Discussion of the upkeep of the Library Grounds.
 - Tricia will use \$1500 budgeted for weeding and pruning.

- DPW is responsible for Memorial Garden.
- Circle Garden upkeep has been the responsibility of the FOTL. Tricia will have a conversation with the FOTL.
- Budget request will be made to fund a Part-time summer library employee(19-20 hours) similar to the Recreation Department model.
- Invitations did not get a large response but is a good start.

-FOTL - Keith reported that the FOTL meeting was longer than he expected

-Meeting adjourned at 10:20am Motion by Keith Althaus and 2nd Jim Kyed

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

FOTL Meeting

3 October - Jim

7 November - Sally

5 December - Martha

2 January - Keith

6 February - Jim

6 March - Sally

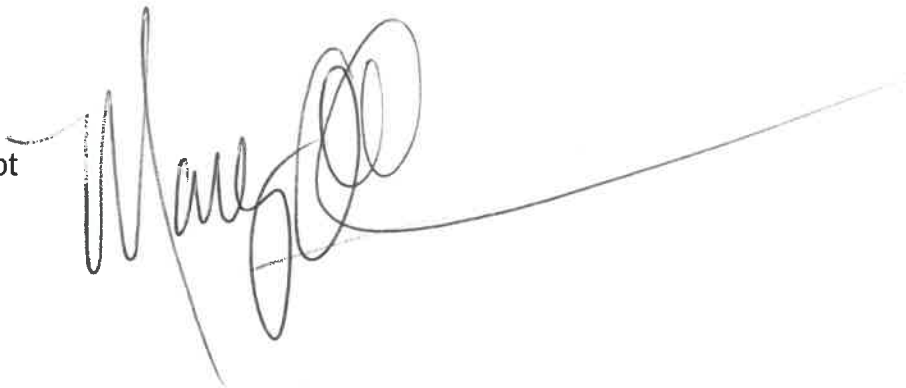
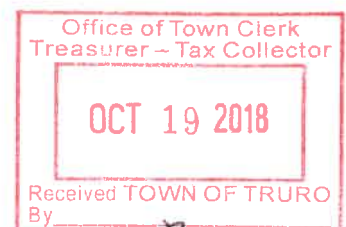
3 April Martha

1 May - Keith

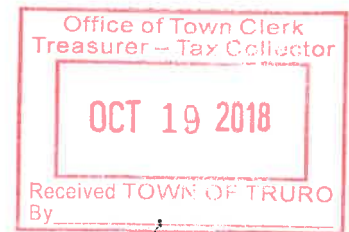
5 June - Jim

Next Meeting, October 19

Mary Abt

Truro Public Library
Director's Report
October 2018
FY2019



Statistics: Attached are statistics for September 2018.

Financial Report: Attached.

Collection Development: No issues.

Building Status: The library roofing contract has been awarded to Vareika Construction Inc., a company based in Bridgewater. I don't have a start date yet, but the contractor indicated that he wants to begin soon. It will be an eight-week job. He said that Library operations should not be affected, beyond one or two days where foot traffic would be routed away from one of the entrances.

A little progress has been made on the library grounds, but not enough. I have asked two companies to submit a bid for pruning the front of the building and feeding two trees.

Staff: Tricia and Galen will be traveling to Chicago on Tues., October 23 and returning on Thurs., October 25 to participate in the conference "Measuring Library Broadband Networks for the National Digital Platform." Staffing will be tight next week with two staff members away. Two of our desk volunteers have offered to be "on-call" if an unexpected problem should arise.

Trustees should decide what to do about Thanksgiving holiday and library hours.

News: A new edition of "Footnotes" was mailed on Thurs., Oct. 18. "Next Chapter Book Club" and "Truro Tots Play Group" has reconvened.

On Mon., Oct. 22, Tricia attended a seminar on "How to Foster Civic Engagement in Patrons," by the Mass. Library Service.

Our Halloween party will take place on Sat., Oct. 27, 10 a.m. to noon. First there will be a visit with "Amazing Animal Ambassadors," followed by crafts and games.

Photographer Robert Manz has donated some 2019 Truro calendars to the Friends of the Library. This year the calendars come in three sizes. They are on sale at the circulation desk.

Montano's Restaurant has graciously offered to hold a "Truro Library Night" on Thurs., Oct. 25.

The Truro Summer Concert Committee has requested to use our location for their concerts next summer. Staff is very happy to accommodate. The concerts are on Thursday evenings, and this past summer, we were unofficially open during the concerts. Trustees will have to discuss if that should continue or if our hours should change.

CLAMS news: Falmouth is negotiating to leave the CLAMS Consortium and join OCLN (Old Colony Library Network). If Falmouth continues to continue down this road, they will give a one-year notice in June 2019. This turn of events is disappointing to CLAMS members, but will not cripple the organization. CLAMS has been prudent through the years and has saved a large amount of cash, for just such an occurrence.

Respectfully submitted,

A handwritten signature in cursive script that reads "Tricia".

Tricia Ford
Library Director

Statistics for August 2018 FY2019

Circulation:

		Aug. 2018	Aug. 2017
Monthly	cires	6,710	7,548
	e-cires	<u>604</u>	<u>552</u>
	Total cires	7,314	8,100
Yearly		FY2019	FY2018
	cires	13,653	14,513
	e-cires	<u>1,209</u>	<u>1,138</u>
	Total cires	14,862	15,651

New Patrons:

Clams	68
e-patrons	<u>21</u>
Total	89

Circulation breakdown of non e-books

Type of Material:		Adult Print		YA Print	
Print	4,773	Fiction	1,667	Fiction	208
Video	1,516	NF	673	NF	23
Audio	298	Juvenile Print		Large Print	
ILL	39				
Misc.*	83				
(*puzzles, passes, periodicals)		Fiction	1,640	Fiction	138
		NF	392	NF	32

Collection Management:

New Items	Books	Dvds	Music	Audio	Games	Things	Discards
203	182	18	1	2	0	0	24

Programs:

30 Children's Programs:	565 Children	520 Adults	4 Teens
15 Adult Programs	1330 Adults		
1 Bookgroups:	12 Attendees		
Total 46 Events	2,431 Attendees		

Meeting rooms uses:

Total Uses: 57

TRURO PUBLIC LIBRARY
BUDGET SUMMARY
September 30, 2018

EXPENSES:

MATERIALS (5410)

Beginning Balance:	\$ 54,884.64	Original Appropriation:	\$ 65,000.00
August Expenses:	<u>4,992.17</u>	FYTD Expenses:	\$ 15,107.53
Ending Balance:	\$ 49,892. 47		

SUPPLIES (5400)

Beginning Balance:	\$ 16,912.38	Original Appropriation:	\$ 19,000.00
August Expenses:	<u>304.58</u>	FYTD Expenses:	\$ 2,392.13
Ending Balance:	\$ 16,607.84		

SERVICES (5200)

Beginning Balance:	\$ 29,155.76	Original Appropriation:	\$ 33,750.00
August Expenses:	<u>0.00</u>	FYTD Expenses:	\$ 4,594.24
Ending Balance:	\$ 29,155.76		

OTHER (5700)

Beginning Balance:	\$ 9,193.30	Original Appropriation:	\$ 28,300.00
August Expenses:	<u>0.00</u>	FYTD Expenses:	\$ 19,106.70
Ending Balance:	\$ 9,193.30		

BANK ACCOUNTS:

LIBRARY GIFT ACCOUNT (2509)

Beginning Balance	Deposits/Dividends	Expenses	Ending Balance
\$ 16,734.36	\$216.00	\$0.00	\$16,950.36

STATE GRANT ACCOUNT(2302)

Beginning Balance	Deposits/Dividends	Expenses	Ending Balance
\$2,542.57	\$0.00	\$0.00	\$2,542.57

COBB INTEREST ACCOUNT

Beginning Balance	Deposits/Dividends	Expenses	Ending Balance
\$4,109.04		\$0.00	\$4,109.04

Ideas for FY20 budget capital expenses

Back door handicapped accessible.

Community Room chairs and tables

Cleaning upholstery

Path to Sally's Way

Clean rug downstairs

Jo Hopper painting repaired

New adult shelving (not sure yet)

Bathroom floors

Electric outlet in kitchen

Budget for groundskeeping

New desks for 2 employees

Space planning?

FY18 AND FY19 BUDGET

5100 SALARIES AND WAGES FY19 \$260,936.00



FY20 DIFFERENCE EXPLANATION

Step increases for 4 employees
(2 employees no step increase)
Overtime for the day after Thanksgiving?
Vacation buyback for 2 employees
Longevity for 2 or 3 employees
Summer clerk 12 weeks x 4 hours
Raise for Maggie and Peter

5200 SERVICES | 36,335.00 |

Electricity \$10,000.00 \$15,000.00

Copier \$4,000.00 \$4,000.00 Level funded

Postage petty cash \$300.00 \$300.00 level funded

Domain Name \$35.00 \$35.00 level funded

Audio/video repair \$200.00 \$200.00 level funded


Databases \$3,500.00 \$4,000.00  \$500.00

Web site \$1,500.00 \$1,500.00 level funded

FY18 AND FY19 BUDGET

Film Licensing	\$500.00	\$500.00	level funded
Telephone	\$2,200.00	\$2,200.00	level funded
Alarm Service	\$500.00	\$500.00	level funded
Pest Control	\$600.00	\$600.00	level funded
Playgroup Helper	\$700.00	\$700.00	level funded
Elevator	\$2,000.00	\$2,000.00	level funded
[Highway sign	\$0.00	\$0.00	one-time cost from FY17 that wasn't spent]
Pruning	\$1,500.00	\$1,500.00	level funded
[Cape Cod Refrigeratio	\$0.00	\$0.00	Paid \$260. in FY15 that was unbudgeted Snow on outside splits cause splits to freeze up.]
Rug cleaning	\$3,500.00	\$20,000.00	
TOTAL	\$31,035.00	\$53,035.00	
5400 SUPPLIES			
[Bookshelves	\$0.00	\$0.00	Propane
	\$4,000.00	\$5,000.00	Actual expenses top \$6,000 (\$10,000. for propane; \$4,000. for all other supplies)
TOTAL	\$14,000.00	\$15,000.00	

FY18 AND FY19 BUDGET

5410 MATERIALS (books, periodicals, e-books, DVDs, etc.)	\$65,000.00	\$65,000.00	Level funded. Amount set by Mass. Board of Library Commissioners (MBLC)
TOTAL	\$65,000.00	\$65,000.00	
5700 OTHER CHARGES			
Travel	\$1,700.00	\$1,700.00	Level funded
CLAMS fee	\$21,000.00	\$23,000.00 	CLAMS fees are set to make a large increase
Professional fees	\$500.00	\$500.00	Level funded
Professional developm	\$2,000.00	\$2,000.00	Level funded
TOTAL	\$25,200.00	\$27,200.00	