

Barrington Library Trustees

July 27, 2011 meeting

Approved Minutes

Present: President Susan Gaudiello, Fran DiTursi, Peter Royce, Anne Melvin, Robert Drew, Ron St. Jean, alternates Liz Rivet (voting), Iris Estabrook, Micheline Hagan, Director Amy Inglis, Town Administrator John Scruton

Absent: Marie Harris

Meeting called to order at 7:02 PM

1. Minutes of the June 22 trustees meeting were approved as written m/s Liz/Fran
2. Trustees and alternates introduced themselves to town administrator John Scruton. John explained his proposed system of goals based budgeting, in which proposed expenses are determined by operational goals and objectives that the director and trustees wish to achieve. Selectmen will decide whether to adopt that budgeting system. John and the trustees also discussed the draft memorandum of understanding regarding maintenance of the building housing the library. John will submit the draft to the town attorney for her review and recommendations. John left at the conclusion of this discussion.
3. **Treasurer's report: accepted m/s Fran/Robert. Peter and Robert will attempt to determine the status of one cd which appears to be losing value, possibly as a result of service fees.**
4. Donations totaling \$482.73 were accepted m/s Robert/Anne. Donations are as follows: \$101.48 from the Nicols family for summer craft supplies; \$48 from the **change jar**; **\$8.25 from a volunteer's veggie sales outside the library**; **\$250 from TurboCam for an adult summer program**; \$50 from the Kelley family to buy books in honor of a friend; and \$25 from the planning board to buy books in honor of the same person.
5. Building team: Anne reported on a meeting of the Conservation Commission (she is a member) regarding the Falzone development, which includes a possible site for a new library/**town center on land designated as "open space."** **Marie spoke at the meeting and urged the commission to consider the value of locating a highly efficient municipal building on the site to serve as an example of environmentally responsible construction. Marie would like to make a similar presentation to the Planning Board, and the trustees approve.** Susan noted that members of the building team toured the Clark-Goodwill property, and reported that a lot of work would be required to create a safe access from Route 9.
6. **Director's report: the consortium that supplies downloadable books to the library** requested a voluntary fee of \$225 for 2011 to supplement the purchase of e-books. Trustees voted to fund this from the fines and fees account m/s Susan/Anne. Amy researched the cost of accepting credit cards for fine and fee payments, but it was determined that service charges would cost the library too much to make it

worthwhile. A survey will be done to determine if more ergonomic office furniture is necessary for employee health and safety. An amendment adding an appeal procedure to the safety policy was adopted m/s Robert/Liz. Door locks will be re-keyed for the first time in ten years or so due to the number of keys in circulation.

7. Draft budget: Amy will rewrite **the budget overview using Mr. Scruton's goals** and objectives system, based on the long range plan. The August 24 trustees meeting will concentrate on the budget. Meanwhile, trustees should review the proposed budget, and send any suggested changes to Amy.
8. New business – trustee education: trustees are asked to list topics from the **trustees' manual that would serve as a prospectus for an ongoing program of** trustee education. Lists should be brought to the September meeting.

Next meeting August 24

Adjourned 9:06 PM

Ron St. Jean, Secretary