

## MINUTES OF THE PEADY INSTITUTE LIBRARY TRUSTEE MEETING

Wednesday, January 9, 2019

**Present:** Irene Conte, Julie Curtis, Christi Farrar, Michael Hagan, Joan Hagerty, Donna Hopkins, Alexander Lent, Jennifer McGeorge. Jim Riordan

**Absent:** Charles Desmond, Frank Herschede

The Pledge of Allegiance was led by Chairperson Michael Hagan. There were no citizens present nor were they any citizen comments brought forth.

**Call to Order:** The January 9, 2019 trustee meeting was called to order by Chairperson Hagan.

A discussion was led on the new Computer and Internet Use Policy by Director Alexander Lent and Head of Reference Jim Riordan. After the discussion, a motion was made by Irene Conte and seconded by Christi Farrar to accept the new Computer and Internet Use policy as written. Motion passed unanimously.

**Secretary Minutes:** A motion was made by Irene Conte and seconded by Joan Haggerty to accept the minutes of December 19, 2018 trustee meeting as printed. Motion passed unanimously.

**Chairperson Report:** Chairperson Michael Hagan requested that any goals or ideas be sent to Director Lent for discussion at next month's trustee meeting. Lent would prefer broad themes. The trustees were given a new Trustee Pocket Guide produced by the Massachusetts Board of Library Commissioners.

**Treasurer's Report:** Due to the absence of Treasurer Frank Herschede, there was not a treasurer report presented.

**Director's Report:** Library Director Lent reported on several things.

Update on Library Vandalism – the male who put holes in the library walls is being prosecuted.

Police Call - the town police were contacted regarding a suspicious vehicle in the parking lot. Police reported everything was alright.

Purchases – a flat television screen and stand were purchased to be used in multiple locations, including the Standing Room and classroom.

Facilities - A book return has been ordered and should arrive shortly. The Department of Public Works is aware of this and will handle the installation. The DPW is looking into re-keying the library exterior doors as part of their plan to have a system where there can exist master keys that will provide entry into multiple Town buildings. These keys would greatly simplify access, especially in emergency situations. DPW and emergency services would have multi-building master keys. Library staff would have keys that only unlocked library doors. With this system, not all staff members would have an exterior door key. Most likely, only full-time staff members

would have an exterior door key. The Policies and Laws governing security cameras are being checked into by the Town Hall.

Library Performance – Every month in CY2018 was busier than the corresponding month in CY2017. Between print and e-materials, CY2018 had 205,000 checkouts, a 12% increase over 2017. The library has not had a 2000,000 year since 2014. Over 75,000 residents now have library cards. The national average is 65%. Our library is now consistently the 6<sup>th</sup> highest circulating library in NOBLE. Last year, we were typically 8<sup>th</sup> or 9<sup>th</sup>.

Personnel Changes – Steven Connor, a part-time librarian is retiring on February 3, 2019.

**Adjournment:** Where no other business was brought to the Trustees for discussion or action, a motion was made by Irene Conte and seconded by Donna Hopkins to adjourn the trustee meeting of December 19, 2018 at 8:30 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis  
Recording Secretary