

Yarmouth Town Libraries
Board meeting minutes
December 15, 2005

Members present: Library Director Jackie Adams, Chairman Marion Broidrick, Barbara Burr, George Burr, Sandi Femino, Annmarie Gavin, Jean Hilliard, Charyn Teitge, and Peg Whitney

The meeting was called to order at 5:30 p.m. by Chairman Marion Broidrick.

Minutes from the previous meeting were accepted.

Old Business

Library Repairs: Builders Systems Inc. got the General Contract. Chris Raye is the contractor. The tentative schedule has work starting after Christmas. It may be a wise move to just close the library for a month for boiler, HVAC and roof work. West Yarmouth could maintain South Yarmouth's hours and staff could be exchanged and shared. The contractor will be paid as milestones are achieved and closing the library would make the work progress faster. This may occur in March. Programs would be moved elsewhere and staff would not lose hours.

Citizen Survey: 47% response rate may skew the normalcy curve. Mike Lavin will check into this. He has asked us what questions we want compared, but after discussion, the Board would rather see results first to know what questions to compare. Jackie will check with Mike.

5 Year Plan: The first meeting will be held Feb. 1st at 3:30 at South Yarmouth Library and will be a presentation by Cheryl Bryan. The Board is invited.

Polar Express: This was a huge success with 95 children and 69 adult volunteers involved. Selectmen will receive information about this in their packets. The kids had a blast and the libraries got a lot of great p.r..

New Business

South Yarmouth Association meeting: The meeting went well. The point being made was that members must work from the same page as an Association. Individual comments should be distinguished as separate from the Association.

New Business continued

Library Slogan: “Yarmouth Town Libraries...Possibilities” and “Selections, Connections, Solutions” are the favored suggestions for now. Discussion will continue.

FY '07 Budget Submission: Two budgets were submitted: a regular and an override. Increased energy costs are included in the regular budget. The override budget includes one full time and one part time general laborer. Jackie has specific breakdown of all items.

The meeting was adjourned at 6:40 p.m.

Next meeting will be held January 19, 2006 at 5:30

Respectfully submitted by Barbara Burr, Acting Secretary

Yarmouth Town Libraries
Board meeting minutes
Nov. 17, 2005

Members present: Library Director Jackie Adams, Chairwoman Marion Broidrick, Barbara Burr, George Burr, Carol Devir, Sandy Femino, Annmarie Gavin, Clare O'Neill, Charyn Teitge, and Peg Whitney

The meeting was called to order at 5:30 by Chairwoman Marion Broidrick. Minutes from the previous meeting were approved.

Library Repairs: Jackie reported that we are still waiting for bids and Fenuccio Engineering Co. will review them. Work will probably start in January. The roof will be done first, then the staff room door, new windows, the children's room/Leonard Room dehumidification and mold remediation and new flooring, then replacement of boiler and furnace. An April completion date is hoped for and decisions on closures will be made before work starts.

Citizen Survey: Follow-up postcards have gone out (10/15). We have a 30 to 40% return rate which is exceptional. Results are being collected and inputted. Deadline was 11/15. We will know if it is a normal distribution by early December.

Selectmen Meeting: The meeting went well. We will continue to do updates at public meetings.

Wireless: South Yarmouth is now wireless and the other libraries will be so in the next few weeks.

5 Year Plan Committee: The committee is in place. Barbara Burr will ask the Yarmouth Port Board members for a volunteer to join as there is no member at this time. There will be monthly meetings from February until September when the plan will be submitted to the State. Community meetings will be held also.

A letter in the Register newspaper compared the South Yarmouth Library (in reference to the Simpkins School) to the Duxbury Library was signed by

John Biega. This was not the consensus of the South Yarmouth Association. Marion will attend the next Association meeting to try to clarify the issue.

Polar Express: Will be held Dec. 7th. 200 seats aboard the trolley are spoken for and events will be held at all three libraries. Next year ticket distribution will be done on a day when all three libraries are open or each branch will get a supply of tickets. News reporters are invited to ride along.

Library Advocacy Activities: MBLA and Barnes & Noble – a percentage of book sales revenue will be donated to MBLS when coupons are presented on December 2 & 3. News about programs, Story Hours, statistics on attendance and newsletters are all being sent to selectmen.

Next meeting: December 15 at 5:30

New Hire: Joseph Labrecque, from Providence has joined the circulation staff. Tracy Hill will be “page” for the Children’s Room. Name tags for staff are a big help.

There will be a Chamber Of Commerce “After Hours” at the South Yarmouth Library in February.

The meeting was adjourned at 6:43 p.m.

Respectfully submitted by Barbara Burr, Acting Secretary

Yarmouth Town Libraries
Board Meeting July 21, 2005

The meeting was called to order at 5:30 by President Marion Broidrick. Board Members present: Chairman Marion Broidrick, Library Director Jackie Adams, Martita Bergendahl, Patty Bronstein, Barbara Burr, George Burr, Sandy Femino, AnnMarie Gavin, Jean Hilliard, Margot Greenhow, Clare O'Neill, Charyn Tietge and Peg Whitney. Others: Assistant Director Carol Devir

New Members George Burr (alternate at large) and Margot Greenhow (regular appointee) were welcomed.

Minutes from previous meeting were approved.

Old Business – Library Repairs: Assistant Town Administrator Peter Johnson-Staub responded to a report from the Mass. Division of Occupation Safety outlining the five corrective actions needed for the South Yarmouth Library. All five issues (ventilation, water damage and mold, plumbing, electric and an air quality management plan) are addressed in the Fenuccio Report and are slated to be dealt with in the repair project. To date there has been only one bid to do the work and that is from Rick Fenuccio.

The Librarian's desk in the Children's Room is in need of replacement and after discussion the Board approved \$6 to \$12,000.00 of State Aid money be spent to purchase a good quality desk and cabinets as separate units which can be moved around as needed. These would be installed after construction is completed.

New Business – Library Goals for FY06. Many of the goals and objectives for Basic Literacy and General Information from the previous Director have been met and a new list for '06 Library Goals was discussed and approved.

The 5 year plan Preparation Timeline was discussed and it was recognized that many of the items concerning plans for progress must be implemented almost immediately and be finished this fall. The 65 unduplicated hours issue must be resolved and building renovations will be major factors.

The Citizen Survey will be done with support from Mike Lavin from Suffolk Univ.. 1,000 surveys will be randomly sent and a 40% return rate is expected. It will have a maximum of 12 questions He will meet with Jackie

on September 15 to explain the survey and it should be completed by the end of the month. Results should be in by mid-November and the data and final report received by the end of the year. Focus groups will convene in January and February.

Village Libraries Reports: Yarmouth Port had a successful book and plant sale. West Yarmouth had a fairly successful yard sale. Capitol improvements for West and South Yarmouth libraries are being worked on with West Yarmouth getting new carpeting and parking lot lines being repainted from State Aid monies. South Yarmouth Library Assoc. reported that the Siemen Scholarship was presented and their booksale with tea and scones was successful.

The meeting was adjourned at 6:55 p.m.
Respectfully Submitted by Barbara Burr

**Yarmouth Town Libraries
Board of Trustees Meeting
May 19, 2005**

The meeting was called to order at 5:30p.m. by Marion Broidrick, Chairperson
Board members present: Acting Director Carol Devir, Marion Broidrick, Martita Bergendahl, Barbara Burr, Sandy Femino, Annmarie Gavin, Charyn Tietge, and Peg Whitney.

Carol Devir reported that Peter Johnson-Staub had said there would be an architect to oversee the bidding process for the repair work (starting after 6/1 and hoped for selection date by 8/15). There is concern that Town employees are too busy to oversee the construction work and paying for a General Contractor to oversee the work would be a better way to go. Marion will speak with Peter about this.

Temporary housing has been found for new Director, Jackie Adams and she will be starting here May 23rd. Plans for a welcome reception on Thursday, June 16 were discussed.

Survey for Town Consensus - We will wait until repairs are completed and do it sometime in the fall.

2007 Budget – 63 Unduplicated Hours to be scheduled – Jackie will work with Selectmen to produce a proposal before Town Budget meeting in the fall.

Town Library Board – New Members Needed - Suggestions were made to post posters in the Libraries and other public notice boards, add to Web site, Marion to call The Register, Barb to investigate the Poster Board on Channel 17. All Members are to make an effort to identify good candidates.

Assistant Administrator's Report - Carol reported that Martha Powers has taken the part time position at West Yarmouth (Library Tech. and Reference) and they are advertising a 15 hour position at South Yarmouth.

Village Libraries Reports – Summer reading programs and book sales are being organized.

The Meeting adjourned at 6:35 p.m. Respectfully submitted, Barbara Burr