

**Yarmouth Town Library  
Library Board Meeting Minutes  
January 20, 2010**

**Members Present:** Director Jackie Adams, Library Board Chair Harris Contos, Pam Berube, Sandi Femino, Charyn Tietge, Carol Forest, Sally Guadagno

The meeting was called to order by Harris Contos at 5:30 pm.  
Minutes from 12/17/09 meeting approved.

**Library Director's Report:**

- FY 2010  
Jackie attended a straightforward meeting with Finance Committee Representatives. Passing the proposed meal and hotel tax will help budget.
- Joe La Brecque is now Senior Library Tech allowing him to take on more responsibilities at circulation desk
- Staff Day: March 3, 2010 funded by Groskopf fund
- Baby shower for Jane in planning stages to be held at S.Yarmouth
- Jackie submitted summary of library events/services for Annual Report
- Jackie attended the ALA conference in Boston
- *Yarmouth Reads One Book* in planning stages: 3 events tentatively scheduled for March

**Library Board Chair's Report**

- Harris reported on the recent interviews held for the openings on the library board
- 12 people applied for the positions; Selectman Jerry Sullivan participated in the interview process and was impressed with the candidates and the response from the community.
- Decision will be made in the next few weeks

**New Business**

- Institution cards are available allowing qualified library users to keep materials for one month
- Board voted to approve the revisions in the application form

## Old Business

- St. Patrick's Day Parade: Library will have a float in the parade to publicize *Yarmouth Reads One Book*. 500 Buttons with slogan "In Search of a Dream Yarmouth Reads" will be given out
- Valentine's Day: A series of dramatic readings will begin in W. Yarmouth on 2/14. Theme for February is "love," March: "winds of change," April: "Renewal." Performers Frank and Carol Watson will do the readings.
- Recent library events have been well attended
- **Community in Conversation:**  
February: Yarmouth Fire Chief  
March: Peter Johnson-Staub to discuss the state of government finance  
Suggested future topics: Affordable housing, Volunteer opportunities in town

Meeting adjourned at 6:40.

**Yarmouth Town Library  
Library Board Meeting Minutes  
February 18, 2010**

**Members Present:** Charyn Tietge, Sally Guadagno, Sandi Femino, Annmarie Gavin, Janet McDowell, Merle Mammato, Director Jackie Adams, Library Board Chair Harris Contos

The meeting was called to order by Harris Contos at 5:10 pm.

**Previous Minutes:** The minutes of Jan. 20<sup>th</sup> were approved as written.

**New and Reappointed Board Members:**

Welcome was extended to new members Janet McDowell and Merle Mammato, and to reappointed members Charyn Tietge and Annmarie Gavin. The lengths of terms for each needs to be clearly determined as who occupies two-year terms, who three-.

**Board Officers:**

Harris Contos and Charyn Tietge were respectively re-elected Chair and Vice-chair. For the time being, the Secretary position will float for each meeting.

**Library Director's Report:**

- Chief Walker gave a relaxed, conversational, and informative presentation on how the modern fire department functions. He also gave an enthusiastic endorsement of the "Community in Conversation" program at Rotary the following morning.
- The Valentine's Day "Good Books Well Read" presentation was well received with 30 in attendance at the WY library, with attendees mingling before and after the readings. "Winds of Change" will be the theme for the next reading at WY on Sunday, March 14<sup>th</sup>.
- The "Powwow Princess" event at the SY library kicked off "Yarmouth Reads One Book" and was featured in a video on "Cape Catch" on capecodonline.com. Future events include a film showing on March 18<sup>th</sup>, and a reception at the Red Jacket on April 23<sup>rd</sup>.
- A \$400 gift was given in memory of Martita Bergendahl, which will be used for a series of DVDs on modern artists.
- Staff Day will take place on March 3<sup>rd</sup>.
- Jackie noted that town budget issues include a possible \$1.7 million increase from the school district. If there are to be further reductions in departmental budgets, they will not be proportional, some departments will be harder than others. Jackie says she might be able to absorb a further 2% cut in the library budget, to a total of 6% for this year, without resorting to layoffs.

**Old Business:**

- The library department is entered in the St. Patrick's Day parade.
- The roster of "Community in Conversation" events includes Pat Armstrong of the Recreation Dept. on March 11<sup>th</sup>. A "Pre-Town Meeting" is a consideration for April, but not settled yet. After this, the "C-in-C" program will take a hiatus until the fall, except for perhaps a presentation in July to take advantage of the potential attendance of the summer crowds.
- To address the less than hope for attendance at the "C-in-C" programs, suggestions include conducting an e-mail survey, and to encourage the submission of questions for a Pre-Town Meeting. Taking advantage of public service announcements on WCAI and WQRC was also suggested.

**Chair's Report:**

- The changes that have taken place over the past year and where the library department stands now signify a propitious time to update the five-year plan. This needs to be done by October.
- The roles of the SY and WY associations need to be examined.

The meeting was adjourned at 6:15 p.m.

**Yarmouth Town Library  
Library Board Meeting Minutes  
April 15, 2010**

**Members Present:** Charyn Tietge, Sandi Femino, Janet McDowell, Merle Mammato, Director Jackie Adams, Library Board Chair Harris Contos

The meeting was called to order by Harris Contos at 5:45 pm.

**Previous Minutes:** No official meeting took place in March due to lack of quorum.

**New and Reappointed Board Members:**

Welcome was extended to new members Janet McDowell and Merle Mammato.

**Library Director's Report and Old Business Items:**

- Jackie gave a recap of Yarmouth Reads One Book, with about 45 people in attendance at one of the events.
- April 22<sup>nd</sup> will be Volunteer Appreciation Day.
- "Ask YTL" has been initiated through the Reference Dept.
- Twelve people were in attendance at Pat Armstrong's "Community in Conversation" presentation on March 11<sup>th</sup>.
- Internal transfer of accounts may allow for a 16-hour position.

**Chair's Report:**

- Harris laid out the importance of developing a library organizational structure having one foundation or friends' group.
- Harris gave importance to develop board "literacy" concerning present library department operations and capacities, and those needed for modern library services for a community this size.
- The above items might be incorporated into an update of the five-year plan due in October.
- Links to online lectures and classes will be examined for incorporation into the library website.
- Having different library board members make brief announcements about upcoming Community in Conversation topics is desirable to promote the program and the resources the library affords the community.

**Board Member Items:**

- Merle commented that...

**Consent Agenda:**

- Harris suggested that future library board meetings begin at 7:00 p.m. so as to better accommodate attendance by the general public.
- The use of local cable access resources needs to be explored to extend the reach of the library into the community, such as by videotaping Community in Conversation events.

The meeting was adjourned at 6:55 p.m.

**Yarmouth Town Library  
Library Board Meeting Minutes  
June 17, 2010, South Yarmouth Library**

**Members Present:** Charyn Tietge, Sandi Femino, Annmarie Gavin, Sally Guadagno, Janet McDowell, Merle Mammato, Director Jackie Adams, Library Board Char Harris Contos

The meeting was called to order by Harris Contos at 7:00 pm.

**Previous Minutes:** The minutes from the April 15th meeting were approved. No meeting was held in May.

**Library Director's Report and Old Business Items:**

- New Record Management Tips were distributed. Board meetings must be posted 48 hours in advance on the town website. The required contents of meeting minutes are listed.
- There is a Library table at the Bass River Farmers' Market every Thursday from 8:30 am to 2:00 pm. Library information is displayed, there is a story hour, and vendors donate fruit for a basket which is raffled off.
- On May 22nd there was a luncheon for library volunteers.
- On April 30th the final meeting of the Yarmouth Reads One Book program was held at the Red Jacket. About 35 people attended.
- A Facebook information and training session was held June 16th led by Trish. The program was good and will be repeated.
- Recent Community in Conversation Programs were led by Bob Laughton and Peter on April 26th about the Town Meeting, and by Rob Angel on May 20th about recycling in Yarmouth.
- On June 25th at 5:30 pm, there will be a talk by Ellen Fitzpatrick about her new book Letters to Jackie.
- On June 17th, the butterflies were released.
- TD Bank will offer a course in Financial Literacy for children in kindergarten and first grade on Wednesday June 30th at the library.
- At the selectmen's meeting last week, the school budget was reduced by \$350,000. State aid will be \$650,000 less than expected. The school budget needs \$982,000 more. The police and fire departments will give up \$125,000 each. \$500,000 more is needed for the schools. There will be a special town meeting on July 26th. Until the budget is resolved, the town can't set the tax rate and no property taxes can be collected from July 1st on. Yarmouth has to pay 1/12 of the school budget each month until a new budget is passed. All departments have to pay their bills. Bob Laughton says that all departments will have to reduce their hours if the budget isn't passed.
- The town only pays half of employees' health insurance, and there is no rate for couples, only for singles and families. The rates are increasing for the coming year.
- The Library's Five Year Plan must be updated by October. Annmarie Gavin will lead the effort. Jackie Adams will participate and Janet McDowell and Merle Mammato will help. Part of the effort will be to assess how existing space is being used.
- Family Fun day will be Sunday August 8th at the West Yarmouth Library. The entertainment will be family-oriented. Jackie Adams will get the necessary

licenses from the police and fire departments, and seek donations from organizations that contributed last year.

**Chair's Report:** No additional new items.

**Board Members Items:** None

**Consent Agenda:** Nothing new.

The meeting was adjourned at 8:20 pm.

**Yarmouth Town Library  
Library Board Meeting Minutes  
August 19, 2010, South Yarmouth Library**

**Members Present:** Charyn Tietge (presiding), Sandi Femino, Annmarie Gavin, Sally Guadagno, Janet McDowell, Merle Mammato, Director Jackie Adams

The meeting was called to order by Charyn Tietge at 7:08 pm.

**Previous Minutes:** The minutes from the June 17<sup>th</sup> meeting were approved. No quorum was present in July.

**Library Director's Report and Old Business Items:**

- There is a Library table at the Bass River Farmers' Market every Thursday from 8:30 am to 2:00 pm. Library information is displayed, there is a story hour, and vendors donate fruit for a basket which is raffled off.
- There is money left over from the Yarmouth Reads One Book program grant. It must be spent by September 30<sup>th</sup>. There will be a program with dancers on September 25<sup>th</sup> in combination with the farmers' market. Billy Snowden, chair of the Agricultural Committee, is working with Jackie.
- On August 18<sup>th</sup> there was an author event with Martin Sandler. About 30 people attended.
- On September 3<sup>rd</sup> there will be a reception for the Siemens Scholarship winner hosted by the South Yarmouth Library Association.
- The South Yarmouth Library was again broken into last week. Nothing was taken. The police and Jackie responded to the alarm.
- Family Fun day on August 8<sup>th</sup> at the West Yarmouth Library was a big success. About 125 people attended.
- Budget update: Because the override did not pass in the July special election, Bob Lawton asked all departments to do another 6% reduction for this fiscal year. The projected cut for the library budget is \$38,100. Jackie recommends the following: reduce the West Yarmouth Library hours to 12 per week (currently, their hours are 25 per week); Reduce hours for 2 positions, one librarian from 27 hours to 12 per week (benefits will be lost) and a library technician from 16 to 12 hours, and eliminate a position that is currently vacant at the West Yarmouth branch. The materials budget will be reduced by \$2,400. These recommendations will be voted on by the Library Board at a special meeting on August 31<sup>st</sup>, and will be presented to the Board of Selectmen.
- If the proposed budget cut is passed by the Selectmen, the West Yarmouth Library will
  - be open 12 hours per week, Tuesday and Thursday from 4 to 8 pm, and probably 4
  - hours on Monday.
- A Community in Conversation with Billy Snowden was held on August 9<sup>th</sup>. It was well received.
- The South Yarmouth Library branch has been very, very busy this summer. Sometimes there are not enough spaces in the parking lot. One possible solution would be to pave the unpaved section of the parking lot, which would cost \$180,000. People come in for help with down-loading books.

- It has been difficult to get the 4 computers from the Gates Foundation grant installed at the West Yarmouth Library. They must be installed by September 30<sup>th</sup> or the conditions of the grant won't be met and the computers will have to be returned.
- The Library's Five Year Plan must be updated by October. Annmarie Gavin is leading the effort. The other participants are Jackie Adams, Library Director, Janet McDowell and Merle Mammato from the Board, and Trish and Christine from the library staff. The group has met several times. Many parts of the original 5 year plan have been accomplished.

**Chair's Report:** No additional new items.

**Board Members Items:** None

**Consent Agenda:** Nothing new.

The meeting was adjourned at 8:03 pm.

**Yarmouth Town Library  
Library Board Meeting Minutes  
August 31, 2010, South Yarmouth Library**

**Members Present:** Harris Contos, chair, Charyn Tietge, Sandi Femino, Annmarie Gavin, Sally Guadagno, Janet McDowell, Merle Mammato, Director Jackie Adams

The meeting was called to order by Harris Contos at 4:05 pm.

**Previous Minutes:** The minutes from the August 19<sup>th</sup> meeting were distributed.

**Library Director's Report:**

- A proposed motion on the budget was distributed. At their meeting on Monday August 30<sup>th</sup>, the West Yarmouth Library Association voted to contribute \$7,000 to keep the W.Y. library open 16 hours per week rather than the proposed 12 hours per week required to meet the budget cuts requested by the town.
- The motion was amended to include language that reducing the W.Y. hours will cause increased usage of the S.Y. library, with an impact on parking, use of the computers and possibly longer wait times.
- The budget motion, as amended, was approved unanimously.

**Chair's Report:** No additional new items.

**Board Members Items:** None

**Consent Agenda:** Nothing new.

The meeting was adjourned at 4:40 pm.

**Yarmouth Town Library  
Library Board Meeting Minutes  
September 16, 2010, South Yarmouth Library**

**Members Present:** Harris Contos, Charyn Tietge, Sandi Femino, Annmarie Gavin,  
Director Jackie Adams

The meeting was called to order by Harris Contos at 7:05 pm.

**Previous Minutes:** The minutes from the August 19<sup>th</sup> meeting were approved with the correction to reflect that "There was no quorum for a July meeting." The minutes of the Special meeting on August 31<sup>st</sup> were approved.

**Library Director's Report:**

- The Summer Reading program had its wrap-up with 150 in attendance.
- Winter hours are now in effect, with the library being open on Sundays.
- Two author programs had 30 and 35 people in attendance, respectively.
- Yarmouth Reads One Book will have a wrap-up on Sept. 25<sup>th</sup>.

**Old Business Items:**

The decision by the Selectmen on the previous Tuesday called for a \$3000 reduction in the library budget, rather than an anticipated \$38,000 reduction. Whether this continues to be the case hinges upon the Special Town Meeting on Sept. 29<sup>th</sup> and subsequent budget developments between the school committee and the town.

The Five-Year Plan was reviewed, edited, and approved as amended.

The meeting was adjourned at 8:20 p.m.

**Yarmouth Town Library  
Library Board Meeting Minutes  
October 21, 2010, South Yarmouth Library**

**Members Present:** Harris Contos, Charyn Tietge, Sally Guadagno, Annmarie Gavin, Merle Mammato, Janet McDowell, Director Jackie Adams

The meeting was called to order by Harris Contos at 7:08 pm.

**Previous Minutes:** The minutes from the September 16<sup>th</sup> meeting were approved.

**Library Director's Report:**

- The Rotary Club has started a food pantry at the Yarmouth Recreation Center. Food will be distributed every 4<sup>th</sup> Friday. A one-time registration for participants takes place on Thursday nights. Collections will be at the police and fire stations and both Yarmouth Town Library locations. Library handouts, free books and brochures will be available during the Food Pantry distribution.
- A memo from the Town Clerk was received about filing monthly minutes and agenda on the web site.
- Polar Express tickets will be available beginning Saturday November 13<sup>th</sup> for the showing on Monday December 6<sup>th</sup>. There will be a sign in front of the library, a notice on the web site, and a mention in the library's November newsletter.
- The Harvest Celebration was a huge success with 200 people attending. It included pumpkins, face painting, and Wampanaog dancing. This event completed the grant, bringing the total to \$7,531, using up a \$7,500 grant.
- Katelynn's Closet, which collects children's clothes for those in need, received a \$300 donation from the two library associations. The donation amount was determined by calculating the number of hours spent reading by the Summer Reading Program participants.
- Jackie has contacted the English as a Second Language (ESL) teacher at the high school. The class goes to the West Yarmouth Library once a year. Movies in native languages with English subtitles were suggested as a good way to learn. Trish will go to the class. The library also has Learning Express for practice with the U.S. Citizenship test and Mango. Linda Simon, a volunteer at the ME Small School, put Jackie in touch with the coordinator for the ELL program (ESL for grade school students) at ME School. A family night for movies at the library will be planned.
- The State of Massachusetts has decided to participate in the ALA-sponsored National Summer Reading Program this year. ALA has included an adult component but the materials for the adult summer reading program next year don't look too good. Massachusetts hasn't been in the national program (48 states are in it).
- State Aid application was submitted on October 15<sup>th</sup>. The waiver application to support the application is due November 12<sup>th</sup>. A waiver is required.
- All staff and volunteers have to be "Corried" (background check). This is in progress.
- Work has begun on the FY2012 budget. Level funding is projected.
- A revision of the Children's Policy of the Library was approved.

**New Business Items:**

- Library service and staff promotions.

- Ways to familiarize patrons with staff members through the newsletter.
- Publicize on the website and in the newsletter CLAMS (Cape Library Automated Materials System), which makes things in all Cape member libraries available to Yarmouth residents. The actual amount of tax dollars spent each year is about the price of a book.

**Chairman's Report:**

- Proposal to form a new friends library organization for all town libraries. Purpose is to raise significant funds and bolster the political presence of the library in town government and in the community. Still to be resolved are how to coordinate with the two existing associations and any legal issues.
- Sven Sieman left considerable money (\$100,000) for library facilities in his will. The estate is in probate now. When that is complete, the money will go to the South Yarmouth Library Association. Yarmouth Town Library buildings provide less space than the minimum recommended, which is 1.2 to 2.0 sq. ft. per capita. Things to look at: Cohen report from 1999 and new libraries in Osterville and Mashpee.
- The annual Cookie Stroll will take place on December 11<sup>th</sup> and include 10 houses. Last year 600 tickets were sold.

The meeting was adjourned at 8:18 p.m.

**Yarmouth Town Library  
Library Board Meeting Minutes  
November 16, 2010, South Yarmouth Library**

**Members Present:** Harris Contos, Charyn Tietge, Sandi Femino, Annmarie Gavin, Merle Mammato, Janet McDowell, Director Jackie Adams

The meeting was called to order by Harris Contos at 7:00 pm.

**Previous Minutes:** The minutes from the October 21<sup>st</sup> meeting were approved.

**Library Director's Report:**

- 10 tickets are available for free admission to Craft Boston December 10<sup>th</sup> through 12<sup>th</sup>.
- The Library's updated 5 year plan is on the website.
- Jackie Adams will be away for 2 weeks in December
- Polar Express tickets are sold out. The event is December 6<sup>th</sup>.
- Tickets for the Cookie Stroll on December 11<sup>th</sup> are on sale. The price is \$15 per ticket and credit cards are accepted.
- The librarians are being "cross-trained". Some librarians from South Yarmouth will spend one or two days per week at the West Yarmouth branch, and vice versa.
- The increase in the hotel and meals tax voted by taxpayers includes some money for the Tourist Fund, and 20 to 40% for "public improvements" in the town of Yarmouth. Jackie may request new signage for the library.
- Bob Lawton, Town Administrator for the town of Yarmouth, is retiring in December. There will be a holiday luncheon on December 17<sup>th</sup> which will include recognition of his service to the town.
- Tech night at the library was attended by a small group. Librarian Patricia (Trish) Cassisi conducted the session. In the future, she may do some one-on-one sessions, including how to download books.
- Jackie Adams submitted a request for a state waiver. She also handed in the first version of next year's budget, which will have no increase. Town employees have had no COLA (Cost of Living) increase since FY09. The town of Yarmouth has a new automated system for submitting departmental budgets, which makes the process easier.

**New Business Items:**

- None

**Chairman's Report:**

- We'd like to have clients say what the library means to them, and video tape their responses. We could make up posters or select video clips to post on the library's website. We might also do an email blast with some testimonials. We could include staff members with their pictures.
- The town Library Board structure is working well – all members represent the entire town, not sections or library branches.
- Harris Contos attended the dedication of the new Mashpee Library. The ceremony was held in their event room. The library also has another conference room that seats about 30 people.

- Their computer work spaces are not large enough for the computer keyboard plus room for papers. The children's section is very nice. The new library building is near Mashpee Commons, a shopping mall, and is near the town's center of activities. The library received financial support from big companies sited locally (e.g. Stop and Shop).
- Osterville is also building a new library.
- Comments on the Cohen Report from 1999: Yarmouth's population is 22,000 now. The report goes section by section through the library. Much of it is still very true. People in the focus group were positive about a new library but also want to keep the "village" library branches. Trish's presentations (like the Tech Talk mentioned above) show what can be done, but attendance has been small.
- Discussed library program attendance
- A new library building is on the town's list of capital projects. Like the old police station, it doesn't serve the current needs of the town.
- Our circulation has gone up. People are using other libraries for job fairs. We should promote existing ESL (English as a Second Language) programs. We need more interaction with town schools. Family-centered programs are popular and successful (e.g. miniature golf and the Polar Express).
- We need to re-establish visibility with the town Board of Selectman. Also, when the town hires a new administrator, we should meet with him or her.

#### **Board Members Items**

None

There will be no meeting in December. The meeting was adjourned at 8:25 p.m.