

BOARD OF LIBRARY TRUSTEES  
MINUTES OF NOVEMBER 1, 2010 MEETING

CALL TO ORDER: The meeting was called to order at 6:15 p.m. by the Chair.

PRESENT: Pam Gill, Beth Spellman, Pat Fish, Jo Vannah and Mary O'Connell.

SEC'RY RPT: The Secretary's Report of October 4th was read by all. A Motion is made by Beth Spellman and seconded by the chair to accept the minutes with changes. Vote 4 – 0.

TREAS.RPT: There is no Treasurer's Report as it is too soon since the last meeting.

CHAIR'S RPT.: The Chair reported that the total from the Book Sale to date is \$3,712.22 for October and the Book Marks have raised \$8.44 to date.

Pat Fish offered suggestions for the ongoing book sale vs.: a periodical book sale. She asked if we can dedicate 1 special area to hold the ongoing book sale as opposed to using the Meeting room. There is discussion on the topic.

The Chair would like to have more information on the offer to host the Hurd Family Art display recently held in the Plymouth Public Library. She stated that we should get a release from the exhibit owner against any damage or theft, etc?

Staff and Volunteers and Custodians Christmas Party will be held on December 3<sup>rd</sup> at 5:30 on the second floor to coordinate with the Town's Annual Tree Lighting Ceremony. Pizza and goodies will be served.

On Saturday, December 11<sup>th</sup>, the Christmas Party at the Library with Santa will be held along with an open house. Linda will ask her husband to provide the film and an extra memory card. Mary will call the schools to see if we can obtain the Middle School Choir.

Page 2.

Linda will ask Bethany to follow up with the Garden Club on their kind offer to once again come in and work with the children on a craft item using Christmas greenery at the Christmas party on December 11<sup>th</sup>.

Ewa will arrange to have the appropriate staffing on the schedule for that day and time. Also, she will ask Bethany to plan on holding a Christmas Story time along with a related craft like last year.

Pam and Linda D. will decorate and arrange for raffles and free books for the Children who visit with Santa. Photos with Santa will be \$5.00 as they were last year with funds raised to go to the Library. Pam will order additional items from Oriental Trading for the Elf Store with proceeds going to the Library.

Beth Spellman suggested we hold a "Read-a-thon" for the Y.A. patrons, with refreshments.

Pam suggested we hold an "open mike" night for local Young Adults to perform jokes, skits, etc.

Mary asked if the Trustees would consider reducing the # of DVD's that have a short viewing time, such as some of the children's primary level ones have. Also, a reduction on some of the older titles may increase the circulation. Pam suggested that those in this category be marked with a sticker so that the circulation staff will be able to identify them at time of check out.

Pam stated that the Library will be closing at 12:00 noon on Christmas Eve and New Years Eve.

Pam requested that Mary let her know if any donations arrive from Rotary Club.

Wally McKenzie of the Saugus Library Foundation will come in for a photo op with the new public computers recently purchased for the library.

Pam stated she will try to locate an appropriate table to host an ongoing community puzzle as suggested by a patron.

Pam will make a binder of policies entitled "Library Policy Manual".

Pam asked if there is any way to track the number of "hits" the Library is getting on our new databases.

Page.3.

Pam asked that we follow up with Diane Carty on the status of our re-certification and compliance.

ADJOURNMENT: On a Motion by Beth Spellman and seconded by Jo Vannah, the meeting is adjourned at 8:09 p.m.

NEXT MEETING: December 6<sup>th</sup> at 6:00 p.m.

Respectfully submitted,

Linda Duffy  
Clerk