
April 29, 2015: Minutes of the Rockport Library Trustees

Attendees: Rob Audano, Holly Frithsen, Cindy Grove, Lana Razdan

Meeting Commenced: 3:30pm

1. **Minutes of March 25, 2015 reviewed and approved**
2. **Finance and Administration** – Funds were approved at Town Meeting for sewer repair, new fire escapes and heating system. A private donor has donated money to the RPL for Great Courses DVDs.
3. **Technology** – The Rockport Library website is currently ‘under construction’. Lists of periodicals have been updated and the top menu will be updated.
4. **Emergency procedure** – Received quotes from Physio-Control Inc. for two wall mount AED’s. Looking at possible ways of funding these through donations. New policy for locking up on Tuesday has been well received by patrons and staff.
5. **MVLC** – A new collection policy for e-books through OverDrive is waiting for approval at the next executive meeting.
6. **Staff and schedule update** – On May 13, MVLC will provide OverDrive training for library staff. Staff is participating in collection development, and they are continuing to weed the reference collection.
7. **Programs** – A new program is being developed for patrons called ‘Device Advice’. This will be one on one classes offered by the staff for Laptops, E-Readers, and Tablets. It will be by appointment only. An RPL letter and visitor brochure will be delivered to local B&B’s. In May, Camilla Ayers will be starting a monthly library newsletter. There was a poetry contest in April. This was open to all ages.
8. **Volunteers** – The new volunteer application process is in place and we have two new volunteers.
9. **Children’s library** – Countdown to Kindergarten program continues. There will be a photography contest in the summer for children/teens. The theme will be ‘Everyday Hero’. This summer we will be starting a Teen Advisory board.
10. **Facilities/Grounds** – Cindy Grove and Rob Audano will be contacting Joe Parisi regarding Emergency lights and ballasts. Volunteers have begun to clear out the archive room in preparation for sewer work. Installation of new fire escapes should begin in June. A broken window was fixed on 4/28 in the Peggy Brenner Room. Currently waiting for quotes for sound repair and new projector for the Brenner Room. A copper gutter fell off during the winter and a work order has been put in for the DPW to put it back up.

Next Meeting: Thursday, May 21, 2015 at 3:30pm

Meeting Adjourned: 5:30pm