

August 20, 2015: Minutes of the Rockport Library Trustees

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

Meeting Commenced: 10:00am

1. **Minutes of July 22, 2015 reviewed and approved**
2. **Finance and Administration** – Request for transfer of funds to support addition of two new servers. As a result of state budget cuts, additional money is needed to pay MVLC. Contract services will be paid with fuel and electric money. Any additional money will be sought after at spring town meeting. A monetary donation was given to the RPL by the Orre estate.
3. **Technology** – Five computers and one monitor were replaced. Balsam wanted 5-10hrs to review wireless printing and computer reservation system updates. Trustees approved 5 hours. Cameras, to be mounted outside of the RPL, have been put on hold.
4. **Emergency procedure** – Rosemary Lesch, or another EMT, will provide AED staff training.
5. **MVLC** – The future of Evergreen is in consideration. The number of personnel has been reduced to no more than support.
6. **Staff and schedule update** – Staff and volunteers will be required to attend Ethics training this fall. The positions of substitute custodian, library substitute, and library page have been filled. The next staff meeting will be in late August or September.
7. **Programs** – Summer reading programs were a success. Summer movies will be held on Monday evenings at 4:30. A local author event will be held in the evening on Wednesday, October 21. The Trustee's room will be used on Saturdays, during the month of November, for National Novel Writing month. The Library Directors from Cape Ann are developing a Cape Ann Picture Book program that will begin January 2016. It will be a yearlong project. Library card sign up will be promoted during the month of September. Banned Books week will be 9/27-10/3. There will be a display of popular banned books as well as showing movies based on banned books. Outreach service participants have increased; additional staff may be needed to assist. RPL will be putting signs up to inform patrons about changes in materials available because of ongoing collection development.
8. **Children's library** – Countdown for Kindergarten will be held on Thursday, August 27 in the Brenner room, Children's room, and upstairs hallway. Teen read week is October 18-24.
9. **Facilities/Grounds** – Fabrication has begun for fire escapes that will be replaced at the beginning of September. Sewer line work in the archives is nearing completion. The archives room will be open on Mondays and by sign in for other times. A building evaluation has been completed and a report will follow soon. Folly Cove designs from our archive room were brought to the Museum Textile Services for review of prints. Gia Squires donated a bust of Robert Frost to the RPL.

Next Meeting: Wednesday, September 16, 2015 at 3:30pm

Meeting Adjourned: 12:20pm