

Jacob Edwards Library

Minutes of July 21, 2009

The meeting of July 21, 2009 was called to order by Interim Chairwoman Joan Menard at 12:05 PM. Present were trustees Gary Bridgman, Joan Menard, James Puracchio, Dick Whitney and Library Director Margaret Morrissey. Tammie Darling was present to record the minutes.

At this time, the minutes of the June 23, 2009 meeting were passed out and read. Joan Menard motioned to accept the minutes, Gary Bridgman seconded. So voted.

There was no Financial Report at this meeting since Paula Dacoles was not present at the meeting. Gary Bridgman and Margaret Morrissey met with Karen, the Town Accountant, to review the accounting system for the Town/Library. Based on his visit, Gary created a spreadsheet with various accounts and balances at month end. The Library could start using these spreadsheets beginning 7/1/09. Paula Dacoles already tracks these accounts, except for Town Appropriations.

There was no Chairwoman's Report. Joan Menard will place a news release by week ending 7/24/09 to advertise for a new Trustee effective 9/09. An application will also be placed on the Library's website for interested candidates. Margaret will send an application to the Town Council and suggested that a description of the position be placed in the newspaper with no time limit to reply.

Margaret Morrissey emailed the Trustees with a copy of the Charlton Library's Long Range Plan. The report from Charlton was approximately 25 pages long. Joan Menard and Margaret Morrissey will meet to discuss dates for three focus group meetings.

Margaret Morrissey distributed her Director's Report with statistics for June 2009 including hours open, attendance, internet use, etc. Under the category of technology, Margaret requested the live feed from Charter Communications for the Town Council meeting to be held at the Library. Margaret offered some concern and some suggestions about where to hold the Town Council meeting within the Library. The Trustees believe that the main floor of the Library would make the best backdrop for the live feed. The Trustees agreed to pay for refreshments for the meeting.

CWMARS needed to reconfigure access to WiFi due to heavy internet traffic. Interviewing is complete for the Library Aide position and recruitment for the Adult Services position has begun. Margaret will be on Connecting to Collections Institute of Museum and Library Services Grant Advisory Committee and also has been nominated to the Executive Board of CMRLS. Margaret also met with the Asst. Dean of Library Services at Quinsigamond College. Joan Menard suggested that the Library be open on Sundays during the school year to accommodate the Quinsigamond students. Various exhibits and presentations coming in the month of July were noted.

Dick Whitney motioned to adjourn the meeting at 1:00 pm. Gary Bridgman seconded. The next meeting will be held on August 18, 2009, at 12:00 pm.