

**Kingston Public Library**  
**Board of Trustees**  
**Meeting minutes for November 5, 2007**

On November 5th, 2007, a meeting was held of the Kingston Public Library Board of Trustees. Present were: Brian McWilliams, chair; Val Spence, treasurer; Cynthia Fitzgerald, Joyce Rossi, Vanessa Verkade, and Spencer Clough, secretary.

Also present was library director Sia Stewart.

The meeting opened at 7:30 p.m.

1. Minutes for the October 1<sup>st</sup> and October 17<sup>th</sup> meetings were tabled until December.
2. Damage to the routers as the result of a storm was described by the library director.
3. Heritage Center: Ms. Rossi had no report. Susan Aprill attended a public presentation at the Adams Building on November 1<sup>st</sup>.
4. There were no new meeting room requests.
5. Courtyard and Front Gardens: the high school has had transportation problems which prevented it from beginning work; no plans have been finalized.
6. User surveys: the board considered printing and mailing costs, the desirability of having 2 surveys sent to 4,700 household; the board will receive copies of the final version of the survey before it is mailed.
7. Annual appeal: the library director consulted with the state ethics commission and found correspondence from the town counsel regarding former funding raising efforts; the library must refuse donations from vendors for amounts of greater than \$50. A patron suggestion for subscription sponsorship was tabled. The library director will make editorial changes to the suggested solicitation letter, get it printed, and notify the selectmen of the board's plans. The library has received a donation of \$5,000.
8. Director's Report: Holiday hours were discussed and approved by the board: Nov. 21-closed, Dec. 24-closed, and Dec. 31-closed. There have been no changes made to the FY 09 budget. Kingston Luminaries night will be December 15<sup>th</sup>; the library will be open to the public and staffed by the Teen Advisory Board.
9. Staff Reports were received from the reference librarian, and the children's librarian and the teen advisory board supervisor.
10. Payment of Bills.
11. Other business: none.
12. The meeting closed at 8:45, upon a motion by Mr. Clough, seconded by Ms. Fitzgerald.