

**Kingston Public Library**  
**Board of Trustees**  
**Meeting minutes for December 7th, 2009**

On December 7th, 2009, a meeting was held of the Kingston Public Library Board of Trustees. Present were: Brian McWilliams, chair, Geralde Buckley, Cynthia Fitzgerald, Valerie Spence, treasurer, Vanessa Verkade, and Spencer Clough, secretary.

Also present were Sia Stewart, library director.

- I. The chair opened the meeting at 7:25 p.m.
- II. Minutes for the November 2d meeting were approved upon a motion by Ms. Buckley, seconded by Ms. Spence.
- III. Powder House: the CPC application is in. Mr. McWilliams has requested terms for the sale from Mr. Holmes, but has received no response.
- IV. Fund raising: the KPL Foundation has a tax id number. Ms. Stewart presented a draft appeal letter. Consideration was given to allowing the Friends to operate under the auspices of the foundation with representation by the Friends' president on the foundation board. This will go to the foundation board for a vote. Trustees will send a mailing in January handing off fund raising to the foundation. Ms. Buckley reported on the "Piggy Bank Project", including details on the construction of the banks and the "Pignic". Ms. Stewart suggested that the Piggy Bank Project dovetail with the library's 15<sup>th</sup> Anniversary Celebration that will include a concert by Fran Botelho-Hoeg.
- V. Strategic plan: the plan was accepted unanimously upon a motion by Ms. Buckley, seconded by Ms. Fitzgerald.
- VI. Heritage Center: there was no news to report.
- VII. Friends: a new president will be elected in January. The Friends' "Support the Library" petition has garnered a number of signatures.
- VIII. Meeting room: there were no requests to approve.
- IX. Director's report: Norwell and Hanover are considering merging libraries. The director is now holding monthly meetings with each staff member on core responsibilities and projects. The director reported that she received a proposal for a smaller, ductless, split system that will provide greater control over air conditioning in the meeting room when it is not used to maximum capacity. There is no news on the town budget. Ms. Stewart had a meeting with the town administrator. The director distributed the new meeting room fees and policy; changes to section 4 and other changes were made to reflect actual practice. This policy was approved unanimously upon a motion by Ms. Fitzgerald, seconded by Ms. Buckley. Ms. Stewart reported that the Old Colony network central site had concerns about changing the patron records from juvenile to adult and their effect on circulation. The director also reported the theft of the Wii from the teen room.
- X. Dates: Budget forums are 12/3 and 12/10; tree lighting is 12/10; the development committee is 12/14; the ethics test will be given 12/16; and the Luminaries are 12/19 at 5:30.

- XI. Staff reports were received from the children's librarian, the reference librarian, and the archivist.
- XII. Other business: the director suggested the trustees consider a review of their bylaws in January. Ms. Stewart will send a letter of appreciation to the Boy Scout for the work done thus far on the parking lot median.
- XIII. The meeting closed upon a motion by Ms. Fitzgerald, seconded by Ms. Spence, at 9:05 p.m.

SEC 12/29/09