

Kingston Public Library
Board of Trustees
Meeting minutes for July 6th, 2009

On July 6th, 2009, a meeting was held of the Kingston Public Library Board of Trustees. Present were: Brian McWilliams, chair, Val Spence, treasurer, Cynthia Fitzgerald, Gerald Buckley, Vanessa Verkade, and Spencer Clough, secretary.

Also present was the library director Sia Stewart.

The chair opened the meeting at 7:25 p.m.

- I. Minutes: of the June 1st meeting were passed upon a motion by Ms. Verkade, seconded by Ms. Fitzgerald.
- II. Fundraising: the board voted to create the Kingston Public Library Development Foundation Committee upon a motion by Mr. Clough, seconded by Ms. Fitzgerald; the committee will include: Ms. Boethelo-Hoeg, chair, Howard Schlansker, treasurer, Spencer Clough, secretary, and members: Carole Bolsey, Mary Alberti, Kalina Vendetti, and Gerald Buckley; members were appointed by a unanimous vote upon a motion by Ms. Fitzgerald, seconded by Ms. Spence; the committee's next meeting will be held July 13th; an informational coffee will be hosted by the committee on July 16th at 1:00 p.m.
- III. Donation: the board voted to accept a gift of an automated phone system upon a motion by Ms. Fitzgerald, seconded by Ms. Buckley.
- IV. 15th Anniversary celebration: tabled to the next meeting.
- V. Planning update: public surveys are being gathered; there is a need to distribute surveys to younger people; the "Brainstorming session" brought together a good group of people; all of whom filled out the survey; this included introductions and an overview of library services available; there was a "S.W.O.T." exercise.
- VI. Heritage Center: tabled until the next meeting.
- VII. Friends of the Library: meeting Friday, July 10th; Ms. Stewart informed the group on the role of the foundation and fundraising; the Friends are looking for recipes for a cookbook they wish to produce.
- VIII. Meeting room requests: none.
- IX. Courtyard and front gardens: the highway department has moved the mulch into the courtyard; there are no further plans for the gardens at this time.
- X. Director's report:
 - a. Building: a quote has been received for work on testing air quality but no money is currently available for the work; proposals are in for work on automating the front doors; Ron Gleason will assist in evaluating the proposals.
 - b. Local History room: currently uses air conditioning and humidifiers to control humidity; the air conditioner is failing; Ms. Stewart will

- request a town emergency transfer, but will use funds from the materials budget if necessary; the cost should be about \$4,000.
- c. Budget: FY'09 ended with a \$5,881 deficit; this deficit is not eligible for an emergency transfer; Mike McNamara will make funds available from the endowment; this shortfall will need to be budgeted for in the FY'10; the total of cuts and shortfall will likely be about \$ 45,000 to \$46,000.
 - d. Waiver process: the MBLC votes on waivers in February; state funds will not be received until after the waiver vote; funding to regions, library sharing and technology were cut in the state budget; there may not be a net-lender disbursement, (usually equal to \$5,000); the book budget will be about \$32,000, down from \$65,000; the trustees discussed the possibility of cutting public hours.
 - e. Powder house: the director is working with Jack Bury and Mr. McWilliams; 3 possible sites have been identified; Susan Aprill will write the grant proposal to be submitted to the CPC.
 - f. Arts Fest: there was great weather and great attendance; a good showing of volunteers; a nice mix of past and current photos and local art; there were fewer library problems due to better preparation and better communication.
 - g. Proper id policy: the library staff requested the trustees clarify the requirement for receipt of a library card: should the staff require a photo id? A motion to require a picture id or an alternative was made by Ms. Buckley, seconded by Ms. Fitzgerald, and was withdrawn. A motion by Mr. Clough, seconded by Ms. Fitzgerald, to require a picture id was passed upon a vote of 3 ayes and 2 nays; A motion to allow an alternative to picture id was made by Ms. Buckley, seconded by Ms. Verkade, was passed unanimously; a motion to allow tow pieces of mail addressed to the holder, including bills, utility statements, pay stubs, or a letter from Pilgrim's Hope, as alternatives was made by Ms. Buckley, seconded by Ms. Fitzgerald, and passed upon a vote of 4 ayes, and 1 nay.
- XI. Event dates: July 13th, the development committee; July 16th, a development committee coffee; July 26th, the town officials brunch at the Bradford House.
 - XII. Reports: were received from the children's librarian.
 - XIII. There were no bills.
 - XIV. The next meeting will be to discuss the director's performance evaluation for 2008, on July 15th or 16th, at 7:30 p.m.
 - XV. The meeting adjourned at 9:05 p.m. upon a motion by Mr. Clough, seconded by Ms. Fitzgerald.