

Kingston Public Library
Board of Trustees
Meeting minutes for September 10, 2007

On September 10, 2007, a meeting was held of the Kingston Public Library Board of Trustees. Present were: Brian McWilliams, chair, Val Spence, treasurer, Joyce Rossi, Cynthia Fitzgerald, and Spencer Clough, secretary.

Also present was Sia Stewart, library director.

The meeting opened at 7:25 p.m.

- I. Minutes for the meetings on August 6th and August 20th were approved upon a motion by Ms. Fitzgerald, seconded by Ms. Spence.
- II. Heritage Center: Ms. Rossi reports the committee is discussing the building interior.
- III. Meeting Room requests: Colleen North submitted requests for specific dates to hold workshops on personal goal setting for 15 to 25 people; there would be no charge for the first session; subsequent sessions would be charged \$25.00 for each of six sessions; the request was approved upon a motion by Mr. Clough, seconded by Ms. Rossi.
- IV. Courtyard and Garden: it is time to plan the fall work; the library director will coordinate with Ms. Rossi.
- V. Draft user survey: the director is working on the survey to be administered during October; this survey will focus on building usage and expansion.
- VI. Fundraising plans: questions were raised regarding the impact on a future building campaign of fundraising this year; there is a need for more information and a need to distinguish between annual giving and major gifts; the library director will look for consultants and models for annual campaigns; the director will also talk to the capital planning board; the budget shortfall may still be taken out of trust funds.
- VII. Director's report: the budget packets will soon be distributed; the archivist's position has attracted 10 applicants; the director will have preliminary interviews done within two weeks; the board will meet with the finalists; the page position is being filled by two persons; in an effort to cut costs for electricity the director is having computers shut down at night and is raising the thermostats on the air conditioning- such efforts have an impact on the work environment and staff morale; the director is considering flex scheduling for employees on Fridays; closing to the public has alleviated the stress on employees by allowing them to catch-up on regular administrative duties; Library Friends will hold their tea on September 22d.
- VIII. Bills: done.
- IX. New business: none.
- X. The meeting closed upon a motion by Ms. Rossi, seconded by Ms. Spence at 8:55 p.m.