

MEETING OF THE
BOARD OF LIBRARY TRUSTEES
DECEMBER 11,2018
MINUTES

Location: Robbins Library Conference Room

Call to Order

Chair Amy Hampe called the meeting to order at 7:13 pm, and in attendance were trustees Heather Calvin, Adam Delmolino, Jonathan Gates, and Joyce Radochia. Currently there is a vacancy on the board. Also in attendance were Andrea Nicolay, library director, Anna Litten, assistant library director, and Town Manager Adam Chapdelaine. Trustee Kathy Fennelly was not in attendance.

FY20 Budget Presentation to Town Manager Adam Chapdelaine

Ms. Nicolay presented the FY20 request to eliminate overdue fines at the library to Mr. Chapdelaine. The Board and Mr. Chapdelaine discussed the community impact of this proposal.

Community Time

There were no members of the public present.

Approval of November 13th Meeting Minutes (vote)

The Board reviewed the minutes of the Nov. 13 meeting. Mr. Delmolino moved to approve the minutes as amended. Ms. Hampe seconded the motion. The Board approved the minutes as amended.

Pursue authorization through 2019 Annual Town Meeting to sell, donate, or otherwise deaccession the Winfield Robbins Art Print Collection (vote)

Town Counsel Doug Heim will draft a warrant for Town Meeting on the Board's behalf. Ms. Calvin made the motion and Mr. Delmolino seconded the motion. The Board approved the motion.

Capital Planning Committee Vote Recap

Following Ms. Nicolay's presentation to the Capital Planning Committee on Nov. 29, 2018, the committee met on Dec. 6, 2018 and drafted the capital plan to include design and construction funds for both Robbins and Fox ROL projects (in staggered years). CPC has expectations for private/grant fundraising in conjunction with these projects. The Board thanked Ms. Nicolay for all of her work on planning and advocacy around capital planning for the library.

Fox Shop Space RFP Update

Ms. Nicolay shared an update on the Fox Shop Space RFP and model contract. Town Counsel shared the model lease with Ms. Nicolay and after reviewing the RFP and model lease, Ms. Nicolay will share both documents with the Board and asks for prompt feedback. The Board requested clarifying the relationship between the library and other entities storing items in the library.

Trustee Vacancy Update

Ms. Nicolay updated the Board on the status of the Trustee vacancy. Interviews will be set up shortly and Ms. Nicolay looks forward to a candidate joining the Board in 2019.

Director's Report

The Board reviewed the Director's Report. Ms. Hampe thanked Mr. Gates, Ms. Radochia and Ms. Fennelly for representing the Board at the annual staff appreciation party.

Foundation Liaison Update

Ms. Nicolay reported that the Foundation has been receiving many donations as part of the year-end appeal.

Friends Liaison Updates

Ms. Radochia reported on the Friends of the Robbins meeting. The Friends of Robbins Board will move ahead with removing DVD fees for FY20. Mr. Delmolino reported on the Friends of Fox Board meeting.

Communications and Announcements

Longtime library employee Claire Anderson passed away on Dec. 4, 2018. Claire's husband has requested use of the Reading Room to host a celebration of Claire's life.

Unanticipated Items

Ms. Radoccia moved to support the rental fee for the Reading Room for up to \$200.00 for Ms. Anderson's celebration of life. Mr. Delmolino seconded the motion. The Board approved the motion.

Date of Next Meeting: January 8, 2019

Adjournment (vote needed)

Mr. Delmolino moved to adjourn. Adjournment was approved. Meeting adjourned at 8:49 p.m.

Materials Distributed:

- December 11, 2018 Meeting Agenda
- November. 13, 2018 Meeting Minutes
- Library Capital Summary
- November 2018 Director Report with Monthly Snapshot