

MEETING OF THE  
BOARD OF LIBRARY TRUSTEES  
DECEMBER 10, 2019

Minutes

Location: Robbins Library Conference Room

**Call to Order**

Chair Amy Hampe called the meeting to order at 7:16 pm, and in attendance were trustees Heather Calvin, Adam Delmolino, Kathy Fennelly, Jonathan Gates, Stephen Quinlan, and Joyce Radochia. Also in attendance were Andrea Nicolay, library director, and Anna Litten, assistant library director. Community members in attendance were Stephanie Murphy and Andrea Holden, Little Fox Shop co-managers, and Amy Weitzman, Little Fox Shop, Inc. board president.

**Report from The Little Fox Shop, Inc.**

Little Fox Shop co-managers Stephanie Murphy and Andrea Holden and Little Fox Shop, Inc. board president Amy Weitzman shared their quarterly report to the Library Trustees. Each month the shop sees over 450 unique customer visits, over 1,000 transactions, and over 5,000 individual items sold. In November 57% of shoppers were returning customers. The Little Fox Shop is seeing "Thrift the Gift" interest and shoppers looking to reduce consumption. Historically, November is the busiest month and Thursday is the busiest day for the Little Fox Shop. Ms. Weitzman reports that the Little Fox Shop, Inc. board voted to end their fiscal year in April. The Little Fox Shop, Inc. shall disburse funds to the Robbins Library in time for the Town fiscal year start.

**Community Time**

No additional members of the community were present.

**Approval of November 12 Meeting Minutes (vote needed)**

The Board reviewed the minutes of the November 12 meeting. Ms. Fennelly moved to approve the minutes, Ms. Radochia seconded the motion. The Board approved the minutes.

**Patron Conduct Policy (vote needed)**

The Board discussed the proposed additions and changes to the Patron Conduct Policy. Ms. Fennelly moved to approve the Patron Conduct Policy, Mr. Quinlan seconded the motion. The Board approved the Patron Conduct Policy.

**Trustee Bylaws**

The Board discussed the proposed bylaw changes. According to bylaws, public notice of changes to bylaws must be given. The Board will give notice of bylaw changes in the agenda of

the month prior to the Board vote. Ms. Nicolay will share the final draft of bylaws with Town Counsel Doug Heim for review prior to the vote.

### **Gift Proposal**

The Board discussed the gift policy and naming rights. Current policy gives the Board authority to install memorial or in-honor plaques on a case by case basis. Ms. Calvin has volunteered to work with Ms. Nicolay and key constituents to revise the Board's policy for accepting gifts.

### **FY21 Budget Review**

Ms. Nicolay shared that she sent budget recommendations to Town Manager Adam Chapdelaine along with a memo detailing the request for a Fox Branch Children's Librarian. The Board discussed the budget request and memo.

### **Director's Report**

The Board reviewed the Director's Report. The Board noted the passing of Frank Murphy and recognized his long-time support for Robbins Library. The Board discussed Teen patrons in the library. Ms. Nicolay is working with staff to finalize teen problem procedures to better support staff. The staff working group is hoping to finalize the teen problem procedures in January.

### **Foundation Liaison Update**

Ms. Calvin reported that the ALF is working on getting the annual appeal out.

### **Friends Liaison Updates**

Ms. Litten reported that the Friends of the Robbins Library are again hosting the Reading Room concert series and will begin planning Books in Bloom.

### **Communications and Announcements**

Ms. Nicolay shared her letter of support for the Friends of Robins Town Gardens' proposal for Community Preservation Act funds.

### **Unanticipated Items**

There were no unanticipated items.

### **Date of Next Meeting: January 14, 2020**

### **Adjournment (vote needed)**

Mr. Delmolino moved to adjourn. The meeting was adjourned at 9:05 p.m.

### **Materials Distributed:**

- December 10, 2019 Meeting Agenda
- November 12, 2019 Meeting Minutes
- Patron Conduct Policy
- By-laws of the Board of Trustees
- Memo to Adam Chapdelaine, Town Manager
- Director's Report, November 2019 with November Circulation Report and Monthly Snapshot
- Letter of Support for Friends of Robbins Town Gardens'