

Barrington Public Library
Board of Library Trustees Meeting
October 16, 2018
Draft meeting minutes

Present: Trustees: Lindsey Marziarz , Lydia Cupp, Robert Drew, Traci Bisson, Susan Frankel, Bridget Rounds (alternate Trustee voting), Karolina Bodner (alternate Trustee voting), Melissa Huetten (Library Director)

Absent: Leigh Elliot, Sam Boduch, and George Bailey (Select Board representative)

The meeting was called to order at 6:07

The public meeting minutes from the 9/18/2018 meeting were approved in a motion by Susan and seconded by Lindsey and passed on a voice vote.

Donations of \$361.50 were accepted in a motion by Traci, and seconded by Lydia, and passed on a voice vote.

Treasurer's report: Susan sent out the report by email and presented the report. Robert made a motion to accept the Treasurer's report, and Karolina seconded, motion passed on a voice vote.

Foundation Update: Traci Bisson gave an update on the Foundation. The Foundation has to date raised over \$410,000.00. The Foundation is in the community phase and continues to seek donations from both individuals and businesses. Two public informational meetings by SMP, (the proposed new library architects), and sponsored by the Trustees, will be held on October 20 from 10:30-12:00, and November 8, 6:30-8:00 at the Barrington Middle School.

Building Committee: The new library building committee, (Charter Weeks, Mike Clark, Melissa Huetten, and Lindsey Marziarz), interviewed three construction firms. They selected Bauen Corporation as the construction management firm for the new public library project. Bauen's pre-vote fees are \$7,500.00 up to March 2019. Town money is not available for this as it is a new construction project and not a renovation. This was discussed by the Trustees and Lindsey will send a formal letter to Traci Bisson asking the Foundation to pay these costs. The additional fees of \$4,500.00 post vote costs will be discussed further. The contract with Bauen Corporation will be reviewed by Primex (the Town of Barrington's insurance company) before being signed.

Friends Update: Lydia shared that the Friends are continuing to plan their Fall events. One of the events, Just Desserts will be held at the library from 4-6 on 11/3, tickets are \$5.00 and can be purchased at the library. Tickets for the Fall Raffle Baskets will also be available at the event. The Friends will be selling raffle tickets at the Friends of Music craft fair on November 10th. The Friends will also have a book sale table at the polls on Election Day, November 6th.

Director's Report:

1. Melissa shared library statistics.
 - 140 new patrons
 - 3,389 patrons came in
 - 4,653 items checked out

-786 Overdrive audiobooks and Ebooks used
-160 Hoopla users (TV, movies, books, audiobooks)

2. The library budget was sent to John Scruton on 9/27/18. The library's budget presentation is scheduled for 10/29/18 at the select board meeting.
3. The draft Library budget was reviewed and discussed. Melissa will send out an updated budget.
4. The library needs to implement a Secure Socket Layer certificate to provide new privacy and security measures for patrons. This can be implemented through Piper Webs (via GlobalSign). The total for this year would be \$219.00, \$49.00 for the actual certificate and a one time fee of \$170.00 for set up and installation. There was a discussion on how this should be paid for. The Trustees voted for Melissa to pay for this certificate as described above out of the miscellaneous fund in a motion made by Robert, seconded by Bridget and passed on a voice vote.

Old Business: A discussion on Melissa having regular library staff meetings was discussed. Melissa will explore a few ideas and report back to the Trustees.

New Business:

-The annual holiday party was discussed for library staff, Trustees, and Friends of the Library. Traci Bisson offered to host the event. The date is still to be determined and will be discussed further at the next meeting.

-March elections were discussed in regard to Trustee openings.

The meeting was adjourned at 8:13 by a motion made by Robert and seconded by Susan, and passed on a voice vote. The next meeting will be November 20, 2018 at 6:00 at the library.

Notes taken by Lydia Cupp Secretary

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