

MINUTES
West Tisbury Library Board of Trustees
Tuesday, October 12, 2010
at the West Tisbury Public Library

In Attendance

Trustees: Hal Garneau, Linda Hearn, Ginny Jones, Dan Waters

Director: Beth Kramer

Linda Hearn called the meeting to order at 7:02 p.m.

Meeting Minutes

The meeting minutes for September 28 were not ready for approval. Dan Waters promised they would be presented at the November 9 meeting, along with minutes for the current meeting.

No Friends being present, there was no Friends Report.

Director's Report

Beth reported that patron visits last month were approximately level with September 2009, but that total patron activity up almost 8%. There was a decrease in audio book circulation, possibly due to the availability of downloadable materials. The staff work schedule has been reworked pursuant to the roundtable with Cheryl Bryan, and the changes will go into effect this month.

Regarding that roundtable, Beth distributed a thank-you card from the staff to the trustees expressing appreciation for closing the library for a half-day. Beth said that the meeting with Cheryl had covered long overdue processing, reserve processing, ILL tasks, and distribution of tasks at closing time. They also discussed the elimination of Monday night movies during the winter, which have not drawn much of an audience. In exchange, there might be summer movie nights focusing on a special theme such as avant-garde cinema, with Steve Klebs doing the introductions. This would free-up the periodical room, possibly for other events.

In changes to job descriptions, Beth said she would work with Colleen to transition her position into Adult Services rather than just programming, so that she can become more responsible for other aspects of the library. Beth will work with Laura to help her to streamline her Interlibrary Loan responsibilities.

Beth said she met with Hal, and will meet again, about staff scheduling. She said she was encouraged by a conversation with Al DeVito of the Finance Committee, in which Al suggested that the library request an additional full-time circulation person. Beth said she will work out the budget implications with Bruce Stone, the town accountant.

Committee Reports

Linda said that the Building Committee will meet tomorrow at 9:30 a.m. Conrad Ello and Matt Oudens of Oudens-Ello Architects will be there and make a presentation. She encouraged the

trustees to attend. Linda said she went to the Massachusetts Board of Library Commissioners (MBLC) workshop on September 30th with Beth and Al DeVito, to learn about the grant application process. Most of the application is pro forma wording, she said, but there are a few key points where a library's application should stand out. Beth showed some preliminary site analysis drawings prepared by the architects.

The West Tisbury Library Foundation continues to make progress, Linda said. Fund-raising parties are being planned. Ginny is sending thank-you notes to donors on behalf of the trustees.

Old Business

Beth and Hal will be holding one more follow-up meeting about staff scheduling.

New Business

Citing recent newspaper coverage regarding the Edgartown Public Library, and the confusion that results when various library entities do not agree on a cohesive public message, Dan Waters suggested that the trustees appoint a Communications Subcommittee to coordinate the library's message with the press. Since Dan is on the Foundation's communications subcommittee, and Linda is on the Building Committee, he suggested that he and Linda be on the trustees' Communications Subcommittee. Ginny moved to create said committee, and Hal seconded the motion, which passed unanimously.

At its most recent meeting, the Foundation discussed the possibility of offering donors the opportunity to name features in the newly expanded library. So-called "naming opportunities" are a standard fund-raising device in capital campaigns, Dan said, but as the trustees' liaison to the Foundation he asked the trustees for their general approval to proceed in this direction. There was some discussion about keeping the "naming" unobtrusive. It was decided that naming opportunities are acceptable, so long as they are limited to large items and large contributions. In other words, rooms and bookcases may be named, but not every table and chair. Dan said he would relay this message to the Foundation at their meeting on October 18.

Hal expressed an interest in helping the Foundation's Donor Relations Committee with their spreadsheets and naming opportunities.

With no correspondence and no comments from the public, the meeting adjourned at 8 p.m.

Respectfully submitted,
Dan Waters
Clerk