

Babcock Library Board of Trustees
Minutes of Regular Meeting at the Babcock Library
September 27, 2016

In attendance: Board Members: Helen Chapman, Ann Lojzim, Gerry Nagy, Catherine Sampson, Barbara Zulick, Interim Director Terry Decker, Friends Liaison Beth Fitzroy and guest Brett Freiburger. Absent: Suzanne Smith

Call to Order: The meeting was called to order at 2:00 p.m.

Secretary's Report: Barbara moved and Catherine seconded to accept the Minutes of the August 23 Regular Meeting, and the September 13 Special Meeting. The motion passed.

Treasurer's Report: Budget calculations were discussed.

Correspondence: There was no correspondence.

Interim Library Director's Report:

Monthly Activities/Programs:

Book Clubs: 7 for 9/2 Here & There Book Club, 7 for 9/20 Mystery Book Club, 10 for Breakfast and Books (pre-teen) on 8/20,

Tot-Time: 11 on 9/6, 6 on 9/13, 9 on 9/20, 8 on 9/27

Family Fun Day 90 children, 73 children on 9/18

Secret Agent Training Camp 4 children, 7 adults on 9/23

Senior Housing Visit 9 seniors attended, 1 item checked out

Home Delivery 1 on 9/11

Victorian Courtship Tea 10 on 9/16

Stitch and Chat 7 on 9/7, 6 on 9/14, 5 on 9/21

Upcoming Activities

Breakfast and Books (pre-teen) 9/17, Here & There 10/7, Mystery Book Club 10/18, Regional Farm and Business Energy Savings Expo 10/20, Lance and Laser Book Club 10/26, Stitch and Chat every Wednesday, Community Orchestra Concert 12/9 confirmed

Website Update: The website is partially accessible. Bibliomation is accessible as our catalogue from the site. The website update needs to be a priority with the new director.

Staffing Update: All staff attended the two day Bibliomation training. Changes in the staff calendar have worked very well. A staff meeting is scheduled for October 5.

Bibliomation Update: The library went live on September 23. Evergreen has been installed on all public computers as the home page. The library has until October 24 to report issues to and ask questions of the Equinox team and Babcock-Bibliomation migration list. After that, all issues will go through the Bibliomation help desk. A reports training session is being set up for possibly the week of October 24. Terry discussed Overdrive with the Bibliomation staff. It is a contracted service and there is no special pricing if acquired later or now. Bibliomation offers a tech support service. Our contract with Destiny expires 1/31/17. Until then we will receive full customer and tech support.

Director's Notes: Statistics from 8/24-9/27—526 patron walk-ins plus 163 family day, 130 computer use. The handicap accessibility aspect of the front door has not been fixed. The town is looking into it. An exterminator has been called into service. Magazine subscriptions are being looked into. Folk dancing program has been moved to the Recreation Department.

Suggestions for future improvements: The Circulation Services Policy needs to be revised, especially Interlibrary Loans. Job descriptions and responsibilities still need to be evaluated. The library needs to prioritize signage for different needs.

Old Business

Revisions to Library Director job description will be discussed at a future meeting.

New Business: Brett Freiburger gave a very thorough interview as a promising candidate for the position of Library Director.

Persons to be Heard: none

Update from the Friends: The Friends will provide refreshments for the October program. They will purchase a new digital picture frame. Beth reported that \$4,000.00 was made at the Wine Tasting. A suggestion was made that tickets sell for \$25.00 pre-sell and \$30.00 at the door.

Items for Next Meeting: October 3 Special Meeting at Helen's house: Discussion of two candidate for the position of Library Director.

Adjournment: Barbara made the motion and Helen seconded adjournment at 5:10 p.m. The motion passed.

Respectfully submitted,

Ann Lojzim, Recording Secretary