

ROBERT W. BARLOW MEMORIAL LIBRARY BOARD OF TRUSTEES
MINUTES

Monday, May 5, 2018 5:30 P.M.

Board of Trustees president, Brad Cutler, called the meeting to order at 5:35. Other Board members present were: Mike Rottink, Rachel Lewey, Sarah Gilbert, and Dawn Parker. Erin Finnegan Andrews, library director, was also present.

The agenda for the meeting was presented.

The minutes of the last meeting were approved. (Rottink/Gilbert)

The bills from the past month were presented for Board's review. The yearly boiler inspection cost was \$405, higher than the \$75 last year. Greenbelt Bank Bank gave a donation of \$1067 for children's books. Approval was given for payment of the bills. (Lewey/Cutler)

The Monthly Report and the Director's Report to the Board were presented.

* Again, most numbers concerned with checkouts of the collections continue to be fairly consistent with previous months. There are no significant increases or decrease in numbers. Bicycles are beginning to be checked out more frequently by the library patrons. The patron counter seems to be working.

* The Gift Account balance is \$80,072.79.

* Staff Day on April 7th went well with discussion on a variety of topics generating new ideas on procedures and materials.

* The roof is still leaking in some places. After the weather warms up, Hadwiger Roofing will repair the roof. The estimate is around \$3,800.

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* Story Time and LEGO Club are not meeting until June. The Writers Group moved their meeting night to Tuesday. Yoga classes continue to meet.

* The library had LED light bulbs to give out, as we participated in 'City and Their Hometown Rewards' program during National Library Week. Many adults came in to get the lightbulbs, and we will continue to give out the bulbs until they are gone. Leftover children books will be given out during the summer.

* RD Plumbing was here to look at the toilets. New toilets may need to be purchased soon.

* A decision will need to be made on our current contract for our library software, since it will expire in August. After some discussion, we still need to decide if the library will upgrade or go with a new program. Nancy and Erin have looked at our options.

Erin reported on the Friends group.

* The group purchased drawstring bags to be sold for \$5. They are also looking into buying Tshirts for the staff for the summer.

There was no input from the public at the meeting.

Ali Campbell will serve as our new board member.

Items for Discussion:

* Erin presented the library's Volunteer Policy for the Board to review. Erin wrote the policy, the board discussed items of the policy, and it decision for adoption was tabled until the June meeting.

* Erin presented information on the summer program for children. The theme, Libraries Rock, will start with a June 4 registration. Jim Hammond will offer assistance with a church's organ recital series involving a book program.

Lewey moved to adjourn. Gilbert provided the second.

The meeting adjourned at 6:15.

The next meeting will be Monday, June 4, 2018, at 5:30 pm.

Submitted by Dawn Parker