Westboro Public Library Board Meeting

September 9, 2014 - Minutes

1). Meeting called to order at 6:03 PM by President Nancy Wiitala.

2). Roll Call – Trustees present – Nancy Wiitala, Shanna Berger, Lori Hanson, Lori Dums. Ed Schlosser was absent. Library Director Candice Smith was present.

3). Motion to approve order of Agenda made by Berger, 2nd by Wiitala. Motion carried.

4). Motion to approve August 12 meeting minutes was made by Wiitala, 2nd by Dums. Motion carried.

5). Motion to accept Treasurer's report as given was made by Berger, 2nd by Hanson. Motion carried.

6). Motion to pay bills as submitted was made by Hanson, 2nd by Dums. Motion carried.

7). Director's Report: Circulation for August 2014 was 327 (down from July @ 456). Total circulation numbers were 839, up from 801 in 2013. Director Smith reported Programs started September 9, 2014, Tuesdays @ 4PM. She reported on the introduction of "1000 Books before Kindergarten" program. A reading incentive program for children to check out books from the Westboro Library with prizes awarded for every 100 books read. She also reported as a reminder that all patrons checking out books from the Westboro Library will need to have their own library card. Director Smith will be attending Director's Boot Camp on September 19th and the next WVLS meeting is set for October 2nd with no additional updates at this time. A decision on the AWE Learning Center program is needed by December. Director Smith noted the possibility of additional programs such as the Master Artist Program and other Adult Programs.

8). Discuss and Act on Substitutes. Discussion on hiring a substitute should the Director and/or Library Assistant be unavailable. Director Smith mentioned Ann Harris, previous Library Director for the Medford Public Library. Discussion on wages for the substitute took place. Motion was made by Wiitala to hire Ann Harris as the Westboro Library substitute, 2nd by Hanson. Motion carried.

9). Discuss and Act on Family Night. A Family Night with a Halloween theme on Friday, October 24th was discussed. Possible suggestions for the Family Night agenda would include:

- 5:00pm Dinner Hot Dog Plate
- 6:00pm Contest/Games Costume Contest
- 7:00pm Movie

• Parental guidelines – 12 yrs. and under would need to be accompanied by an adult.

Discussion on the purchase of a Popcorn popper for future events held at the library.

Motion was made by Dums to purchase a Popcorn popper, 2nd by Berger. Motion carried.

10). Public Input. Brief discussion on adding more programs. Discussion on guest speaker – Gary Edinger – Tuesday, November 4th @ 6pm. Wiitala to provide update. A brief discussion on rotating the duties of picking up the aluminum cans from the recycling center and turning them in to recycling center in Medford. Duties will rotate between board members. Proceeds from the cans go to the Westboro Library.

11). Trustee Essentials: Chapter 4 – Effective Board Meetings and Trustee Participation. Short discussion and review of the sample Board Meeting Agenda and Annual Calendar. Chapter 5 – Hiring a Library Director will be discussed in the October meeting.

12). The next regular meeting was set for October 14, 2014.

13). Motion to adjourn was made by Hanson, 2nd by Wiitala. Motion carried. Meeting adjourned at 7:03 PM.

Submitted by Secretary Lori Hanson