

COMMITTEE NAME: BOARD OF TRUSTEES OTIS LIBRARY & MUSEUM, INC.	DATE: May 1, 2008
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<i>Time Called to Order: 7:05 p.m.</i> <i>Time Adjourned: 8:40p.m.</i>	<i>Chair(s):</i> N. Levin <i>Recorder:</i> Polly Carlin	<i>Location:</i> Otis Library Conference Room
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Members Present: Nancy Levin, Co-Chair; Robert Austin, Treasurer; Polly Carlin, Recording Secretary; Anne Cooper, Mark Amado & Joyce Pyenson
Librarian: Kathy Bort
Member(s) Excused: Anita Weinstein

AGENDA	DISCUSSION/CONCLUSIONS	RECOMMENDATIONS/ACTIONS	PERSON RESPONSIBLE/DUE DATE
Minutes	Minutes of the April 3, 2008 were reviewed.	The minutes were approved.	J. Austin
Miscellaneous	N. Levin requested all board members to remain following the open board meeting tonight, to hold an executive session to review staffing of the library.	Board members will remain following adjournment of tonight's open board meeting.	
Librarian's Report	K. Bort gave a verbal report outlining & reviewing several issues & updates:	<ol style="list-style-type: none"> 1) The "weeding-out" and organization of books has begun. Cataloging will begin next week. K. Bort mentioned that the air quality in the library has significantly improved with the weeding. K. Bort will attend a cataloging class which will also have a focus on organizing the space in a small library. 2) Ms. Bort will also attend a training session, mandated for all new library directors by the Massachusetts Library Commission. The training will take place in Boylston. 3) Reorganizing the book sale room has been a high priority, with John Kennedy expected to install the shelves next week. This will eliminate the clutter of books scattered on table tops. 4) Improvements in the Children's' Craft Room and Summer Program are anticipated, with a "Turn your TV's off" program being 	Library Staff Board

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	<p>There were several questions from the board relative to progression and process of weeding. K. Bort explained in detail the estimated timeline and expenditures of moving towards automation. The logical way: Weed - Organize - Categorize. CW Mars considerations & proposals would include:</p> <ul style="list-style-type: none"> a) Online Affiliate Membership b) Mininet Membership c) Full Membership <p>Ms. Bort emphasized to the board that the future plans of automating the library will be an enormous expense and all avenues for securing additional funding should be investigated fully. C/W MARS is an acronym for Central/Western Massachusetts Automated Resource Sharing and is a network to share resources through library automation. The C/W MARS Fact Sheet-FY09 was reviewed. (attached)</p> <p>The Book Sale Room will be open daily, during library hours. The museum will be open by appointment only.</p>	<p>planned by the library staff. This program will be staffed by volunteers.</p> <p>5) David McLaughlin, author of "The Unfolding History of the Berkshires" will be offering a presentation and book signing on May 13th. Notices have been mailed and posted throughout the community. The board approved advance ordering of 10 books.</p> <p>K. Bort will request clarification on the Mininet expense.</p> <p>The board was appreciative of K. Bort's informative discussion on the details of moving forward, to the future & automation. It is fully understood by all board members that the process will be time consuming and expensive and at the least, be an ongoing agenda discussion, monthly as we move forward.</p>	

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Treasurer's Report	<p>R. Austin gave a verbal financial report, including the monthly expenditures, checking and saving's balances. CD status and payroll. (attached report)</p> <p>R. Austin also summarized his report on library & museum activities, which he presents at the All Board Meetings. He did mention that there was interest from the select board on our plan to continue holding the annual summer fair.</p> <p>Due to the expenses on heating the building, the thermostat issue was reviewed at this time. The system is operated by zones and the system needs to be checked to insure that we are running efficiently & economically. R. Austin proposed to the board that the Furnace be cleaned in the off-season.</p>	<p>All questions were answered concerning, changes, increases & additional expenses submitted. Treasurer's Report accepted as submitted.</p> <p>Summary/All Board Meeting</p> <ul style="list-style-type: none"> a) Weeding/Western Mass Library b) Painting completed/Outside Bldg. c) Book Signing/May 13th/McLaughlin d) Summer Hours/M-F, 12pm-7pm e) August 2nd-Annual Summer Fair <p>Titus Logsdon will be contacted relative to the thermostat and Ed Arnold will be called to inquire about furnace cleaning.</p>	<p>R. Austin</p> <p>Board</p>
Building Maintenance	<p>The basement of the library has been readied for "clean-up", as well as areas around the outside of the building. Rusted, old and unusable implements have accumulated outside and need to be removed. Rain gutters will need to be replaced.</p>	<p>Francis Deming has been contacted and will clean the basement and will also collect & dispose of the trash around the outside of the building. Al Smith, of Lenox-Dale will be contacted about the gutters. The foundation of the building will also have to be evaluated for repairs, etc.</p>	<p>N. Levin Board</p>
School Program	<p>A Museum Tour for FRS 6th graders, will take place on June 19th. Four Teachers will accompany approximately 16-17 children.</p>	<p>Hank Wingate & Bob Austin have volunteered their services to act as guides for the school tour.</p>	<p>M. Amado R. Austin H. Wingate</p>
Newsletter/ Website	<p>N. Levin has continued to work on the Library & Museum newsletter, with the assistance of Pat Richards from the Technology Committee. As the Town of Otis Website is being developed Anita & Nancy have worked to assure that the library &</p>	<p>Updates at future meetings.</p>	<p>A Weinstein N. Levin</p>

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	museum link is accessible.		
GRANTS / FUND RAISING	<p>The Legacy Bank Grant Application has been withdrawn until the board has conducted and/or applied for other fund raising and/or funding grants.</p> <p>A. Cooper explained that applications for grants are better received and successful, when there is documentation that other avenues for fund raising are also being pursued.</p> <p>The current drafts of several fund raising letters were reviewed, including corporate, business and friends' letters.</p> <p>The Annual Summer Fair, one of our major fund raising events, is to take place on Saturday, August 2, 2008. It will be held on the church green. At this point A. Weinstein has been contacting vendors from past fairs and posters have been place in several areas throughout Otis & East Otis, requesting interested vendors to contact K. Bort and/or L. Fay at the library, to reserve a space.</p>	<p>State grants would move us towards complete cataloging of the library collection and automate the library. The Legacy Bank Grant defrays costs for computer hardware & data entry software. A. Cooper will continue to review & report on the processes and requirements for qualifying for grants.</p> <p>In general, the board felt the request letters were too detailed and too long (2 pages). In discussion, J. Pyenson offered to review and edit the current drafts, with P. Carlin's assistance.</p> <p>Further discussion at the next meeting.</p> <p>Planning of the event will continue throughout the next two months.</p>	Board
Next Meeting: Thursday, June 5, 2008 at 7:00pm			