

COMMITTEE NAME: BOARD OF TRUSTEES OTIS LIBRARY & MUSEUM, INC.		DATE: June 5, 2008	
<i>Time Called to Order: 7:05 p.m. Time Adjourned: 8:40p.m.</i>	<i>Chair(s): A. Weinstein Recorder: Polly Carlin</i>	<i>Location: Otis Library Conference Room</i>	
<i>Members Present: Nancy Levin, Co-Chair; Robert Austin, Treasurer; Polly Carlin, Recording Secretary; Anne Cooper, Mark Amado & Joyce Pyenson Librarian: Kathy Bort Guest: Becky Marconi, THRIVE Grant Coordinator, WMRLS Representative</i>			
AGENDA	DISCUSSION/CONCLUSIONS	RECOMMENDATIONS/ACTIONS	PERSON RESPONSIBLE/DUE DATE
Minutes	Minutes of the May 1, 2008 were reviewed with grammatical corrections & approved. Executive Board Meeting Minutes of May 1, 2008 were reviewed & approved with no corrections.	Review.	P. Carlin
Appointment of Officers	N. Levin, R. Austin & P. Carlin were officially elected to the Board of Library Trustees and all 3 were sworn in by the Otis Town Clerk, Lyn Minery. The board re-appointed Anita Weinstein & Anne Cooper to another 1year. Joyce Pyenson & Mark Amado remain appointed.	The board discussed and unanimously appointed the following officers for FY09: Co-Chairs: Anita Weinstein & Nancy Levin Treasurer: Robert Austin Recording Secretary: Polly Carlin The remaining members of the Library Board of Trustees: Anne Cooper, Joyce Pyenson & Mark Amado.	Board
Librarian's Report	K. Bort gave a verbal report outlining & reviewing several issues & updates: 1) The "weeding-out" and organization of books continues. Several books will be donated to veterans' groups and nursing homes. A "weeding-list" will be kept. 2) Cataloging & organization continues. L. Hall has been entering data into the computer in a word file.	R. Austin made a suggestion that data entered into the computer for registration and cataloging would be more easily accessible if an excel format was used rather than a word format. Word formats are continuously changing in computers and updates from one word program to another are not always compatible. For future references an excel spreadsheet would be	Library Staff Board

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	<p>3) Reorganizing the book sale room continues. John Kennedy is expected to install shelving during the summer, which will help organize the book sale room dramatically. The issue of too many donated books remains a problem, with book sale room space limited.</p> <p>4) Registration is continuing, with approximately 200 (family) year-round registrations and 70 second residence registrations.</p> <p>5) The clean-up by Mr. Deming has been excellent.</p> <p>6) The book signing by David McLaughlin on May 13th was exceptional and attended by several residents. (attached list)</p> <p>Becky Marconi, Western Massachusetts Regional Library System Rep graciously accepted K. Bort's invitation to this board meeting to review several areas of challenge which small rural libraries face in meeting goals to remain fully certified and financially stable. Ms. Marconi reviewed:</p> <ul style="list-style-type: none"> -The Circuit Rider Project -Cataloging -Fund Raising (corporate & individual), Pyramid fund raising & Capital Campaign projects -CWMARS- process, documentation & fees -Equipment needs (computers, bar codes, etc) -On-line affiliates & start-up -Grant writing -Documentation of Goals 	<p>more beneficial and easier to document. The board was in agreement with this and K. Bort was requested to discuss this with L. Hall, to move towards documentation of the above into an excel program.</p> <p>The issue of the over abundance of used books in the sale room was discussed. The Board requested that there be a hold on all donations of books until at least September 1st 2008. K. Bort was requested to post a notice that informed patrons that the library could not accept ANY donated books until then.</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. This report is entered monthly into an excel spreadsheet report at the town hall. (attached report)</p> <p>R. Austin reviewed the library's policy for Workmen's Compensation. This was an additional expense of \$213.00.</p> <p>There are several financial issues which will need attention in the following months. For a full report please see attached treasurer's summary of activities.</p>	<p>All questions were answered concerning, changes, increases & additional expenses submitted.</p> <p>Treasurer's Report accepted.</p>	R. Austin
Summer Fair	<p>To date, there are 12 vendors who have registered and/or paid. Because the Fair is a major fund raiser and it entails detailed planning, a subcommittee will continue to work and meet as needed to organize all aspects of the Fair.</p>	<p>Fair organization and planning will continue and subcommittee meetings will be held as needed. All board members are involved in planning, as well as the entire library staff. Fair meetings and communications between members will be Fair-related ONLY.</p>	Fair Subcommittee
Library Hours	<p>With the library budget precariously in the hands of a town vote and Proposition 2 ½ the board discussed a future plan for library hours. Suggested was a 4-day a week opening with 5 hour days.</p>	<p>Further discussion and decisions will be initiated after the voting has taken place.</p>	Board
Next Meeting: Thursday, July 1, 2008 at 7:00pm			