

## LIBRARY TRUSTEE MINUTES

Monday, February 9, 2015. Rescheduled to Thursday, February 19, 2015 due to snow.

Attendance: Kevin Carleton, Carol Sullivan-Hanley, Chris Mirarchi, Karen Canfield, Jay Swartz, Jessi Finni, Ex Officio

The meeting was called to order at 7:35pm

Approval of Minutes: The minutes of January 12, 2015 were accepted with noted corrections.

### Foundation Update

At their next meeting, a schedule of fundraising will be shared and further discussion on naming opportunities.

### Director's Reports

#### Building Project Update

- a. The Public Building Commission met on January 13, 2015 to discuss the most recent finalization of the design development.
- b. Jessi and Oudens Ello presented to the Board of Selectmen on Tuesday, February 17, 2015.
- c. OPM- Bids were returned for leased space. Jessi will set up a meeting with the architect regarding cost estimating issues at the Scituate Harbor Community Building.
- d. Architect phone call occurred on February 3, 2015 and actual meeting was actually cancelled due to the snow on February 9, 2015 to discuss "value engineering list".
- e. Lauren from MLBC hoped to join this meeting with Oudens Ello and OPM, Joe Sullivan
- f. OPM, Joe Sullivan is also working on securing leased space for displaced departments.
- g. Les Ball spoke to the Scituate Rotary with a Library status update on behalf of the Library Foundation on February 4, 2015.

#### Budget

No major concerns; it was presented to both the Board of Selectman and Advisory Council

#### Annual Report

Submitted on January 29, 2015

#### Roving Archivist

An informative meeting occurred on January 21, 2015, which provided tips for storage and moving. Also, some ideas about "new space" strategies were discussed.

#### CASSIE

An updated time management systems will occur with the arrival of new and current computers. This is necessary as current system will be outdated. Its estimated cost is \$2000 for ten public access computers.

#### Legislative Breakfast

Jessi, Karen and two SLF members attended on February 6, 2015. Both representatives and our state senator were not present.

#### Incident Reports

The phone system went down on February 7, 2015. It was restored the same day.

The alarm went off at 1:00am on February 9, 2015. The Police investigated and the alarm was reset.

As a Trustee group, we agreed if children are not picked up at the Library's close, the Scituate Police will be contacted.

Meeting adjourned at 8:50pm

Next meeting will be Monday, March 9, 2015