

**Yarmouth Town Library**  
**Library Board Meeting Minutes**  
**January 27, 2011, South Yarmouth Library**

**Members Present:** Harris Contos, Charyn Tietge, Sandi Femino, Merle Mammato, Janet McDowell, Director Jackie Adams

The meeting was called to order by Harris Contos at 7:05 pm.

**Previous Minutes:** The minutes from the November 16<sup>th</sup> meeting were approved with minor changes.

**Library Director's Report:**

- William Hinchey from Chatham has been appointed as the new Yarmouth town administrator. A "Meet and Greet" session will be scheduled at the library, with the public invited, once he begins the job.
- Jackie met with the town Finance Committee about the FY12 budget. Not much change is expected. She gave them a copy of the library's annual report. Randall Stiffler and Carol Serafino are the members responsible for the library's budget.
- Trish Cassisi, the reference librarian, led a very successful ebook training session. She offered one-on-one training (publicized through an email blast and the library newsletter), which is solidly booked.
- On February 17<sup>th</sup> members of the ESL classes and their families will come to the library. Trish will use the computers to show foreign language resources which are available. In the future, an advisory committee may be formed from the group.
- Our next scheduled meeting is February 17<sup>th</sup>.
- Patron Appreciation Week at the South Yarmouth and West Yarmouth branches will be February 14<sup>th</sup> through 19<sup>th</sup>, and will include overdue fine forgiveness if the patron brings a donation for the food pantry. The kickoff will be on Valentine's Day. On Saturday February 19<sup>th</sup> there will be a drawing for a Nook. Cathy and Mitzi are taking the lead. Guests will be asked for comments about the library. Refreshments and balloons will be given out.
- On Sunday February 20<sup>th</sup> there will be a program at the West Yarmouth Library where actors will read love letters.
- The West Yarmouth branch will get a Nook and the staff will be trained on it.
- The annual Staff Day will be March 16<sup>th</sup>, probably at an off-site location. The Fire Department will talk about evacuation procedures. The Library Board members will join the staff.
- Sewers and waste water issues will be on the town meeting warrant. An Education Committee will be formed. The sewer installation will begin in West Yarmouth. A Community in Conversation information program will be held at the library before the town meeting in May.

- Frank Frederickson, the new Yarmouth police chief, volunteered to do a Community in Conversation program at the library.
- Staff is still rotating between the West Yarmouth and South Yarmouth branches for cross-training. Jackie will go to West Yarmouth and clean out the staff room and bring them a children's desk. Christine, the children's librarian, goes to West Yarmouth two days each week. With the help of a 21<sup>st</sup> Century grant, a group of 5<sup>th</sup> graders comes to South Yarmouth once a week.
- Library attendance is almost up to where it was with three branches (200,000 circulation and 103,000 patrons). Program attendance was 7,800 people last year. Yarmouth Reads One Book drew the best attendance.
- On Saturday March 12<sup>th</sup> there will be a Family Health Fair led by Jane, including information on nutrition, exercise and dental health. The Centers for Disease Control website's Healthy People Guidelines will be the source. Flyers will be distributed with food from the Food Pantry and Senior Center.
- We are waiting for approval of our state waiver. State aid for libraries is the same whether the library has a waiver or not.

#### **New Business Items:**

- Harris asked us to get familiar with the Cohen report. He may invite someone from the town's Capital Budget Committee to attend when we discuss the Cohen report and the library's needs. Is the library on the capital funding list? Information about how state funding works can be put on the website.
- The formation of a new Friends Group will require a 501C application for tax-exempt status. Both current groups have 501C status. Jackie will be invited to attend meeting of the South Yarmouth association.
- Harris suggests we go visit the Mashpee library. The librarian has retired. He and two other board members can go at one time.

#### **Old Business:**

- Library staff and promotions will be included in the newsletter. Jackie will be first, then others. The national theme "Libraries are the Heart of the Community" is featured in this month's newsletter.

#### **Board Member Items**

- None

The meeting was adjourned at 8:08 p.m.