

M32
Daniel Diner

Uxbridge Free Public Library
Board of Library Trustee
March 19, 2019

Caryn
W. G. G.
Jedidiah Lynch
[Signature]

Call to Order: 7:00

Attendees: C. Parker, J. Lynch, M. Anderson, M. Francis, D. Donovan, M. Bazarian Murray, L. Bertonazzi, G. Keegan, Director D. Hinkle, Asst. Dir. Lindsey Centrella

APR 22 '19 AM 9:55

Old Business:

Motion made by J. Lynch, 2nd by G. Keegan to approve minutes from February 19, 2019,
Motion passed unanimously

Long Range Plan – Next meeting is April 2nd, the committee will meet the following week.

Next Meeting - Next meeting is April 16, 2019

Received by
Uxbridge
Town Clerk

New Business:

Friend's Report – Friends will host a staff appreciation luncheon in April. Their next meeting is April 8th at 6:30pm.

Treasurer's Report - written report provided.

Director's Report - written report provided.

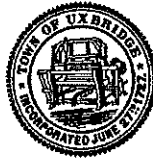
Town clean up will be Saturday April 6th from 9-12

Assistant Director's Report – included with Director's report

Real Property Committee - waiting on appraisal update

Other Business:-

Motion made by G. Keegan, 2nd by M. Bazarian Murray to adjourn at 7:34pm, Motion passed unanimously



Do Not Write in this Space

Town of Uxbridge

Meeting

Cancellation

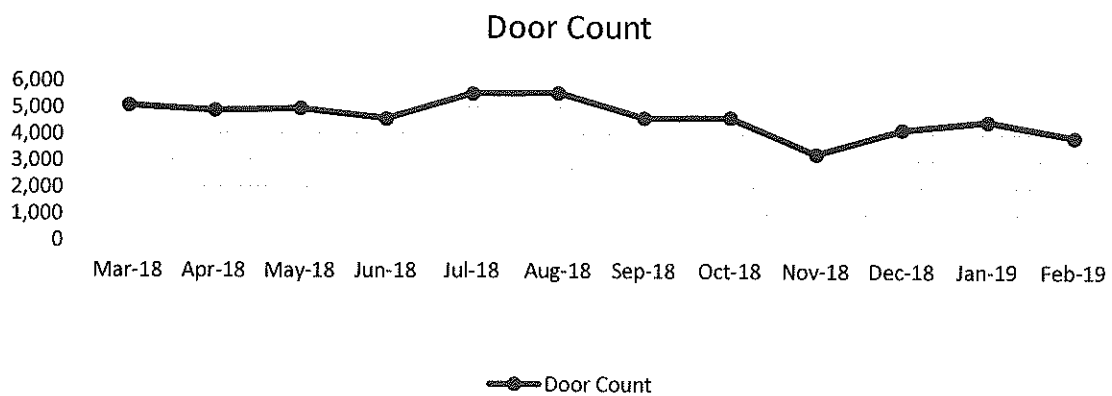
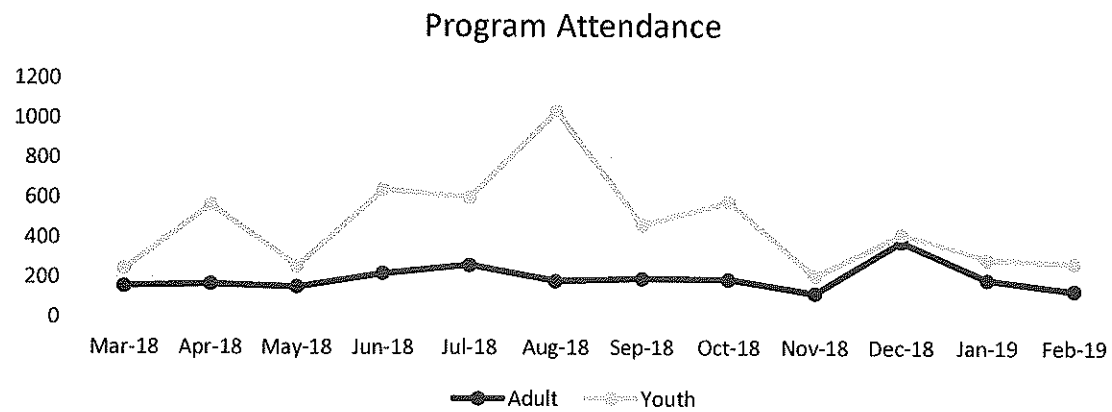
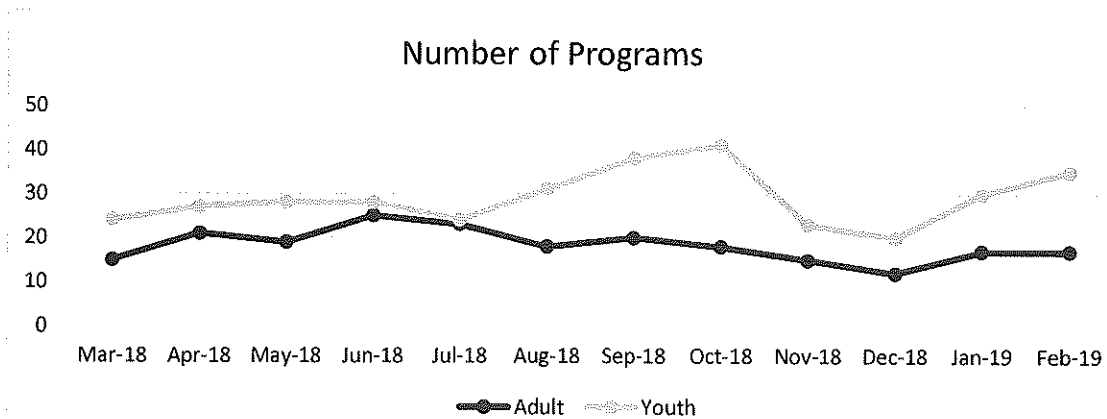
Board or Commission Library Trustees
Meeting Date Tuesday, March 19, 2019
Place Uxbridge Public Library
Authorized Signature Cathy Parker

Time 7:00pm

- I. Call to Order
 - Approval of Minutes from February 19, 2018
 - Next meeting April 16, 2019
- II. Old Business
 - Long Range Plan update
- III. New Business
 - Reports – Friends, Directors, Treasurers, Real Property
- IV. Other Business
- V. Adjournment

Meeting Postings:

- * Except in an emergency, a public body must post notice of a meeting at least 48 hours in advance, excluding Saturdays, Sundays and legal holidays.
- * "Emergency" is a sudden, generally unexpected occurrence or set of circumstances demanding immediate action.
- * In an emergency, a public body shall post notice as soon as reasonably possible prior to a meeting.
- * Notice must include date, time and place of meeting.
- * Must include listing of topics the chair reasonably anticipates will be discussed at the meeting.
- * Topics must give enough specificity so that the public will understand what will be discussed.
- * Public Bodies are encouraged to update the notice when aware of new topic within the 48 hour period before the meeting.



February Library Administrative Statistics

New Patrons Registered: 39

Lost Items Recovered: 39

Adult Reference: 336

Youth Reference:

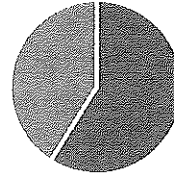
Director's Report
March 2019

Finances as of March 2019: 8 months (66.66% into FY19)

Salary Expenditures

Spent – 48%	\$168,362
Remaining – 52%	\$117,644
Total Budgeted	\$286,006

Salaries

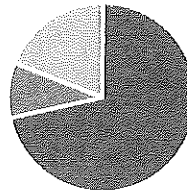


■ Spent ■ Remaining

Acquisitions Expenditures

Spent – 57%	\$45,347
Encumbered – 10%	\$6,009
Remaining – 33%	\$12,144
Total Budgeted	\$63,500

Aquisitions



■ Spent ■ Encumbered ■ Remaining

Total Budget Expenditures

Spent – 52%	\$250,968
Remaining – 48%	\$145,586
Total Budgeted	\$396,554

Total Budget



■ Spent ■ Remaining

Director's Report
March 2019

Requested Financing

Program/Purpose	Date	Recipient	Amount
Arthur Wheelock Collection Shipping Charges	March	Arthur Wheelock	\$53
Yoga	March 4, 11, 18, 25	Marise Nazzaro	\$200
Mini-Golf	April 16	Joe Buckley	\$495
Teen Chocolate Tasting	April 18	Kim Larkin	\$325
Zentangle	April 18	Pam Lisak	\$225
Kids Yoga	April 18	Alison Goldenberg	\$25
Youth Services Retreat	April 23	Lindsey Centrella	\$65
College Testing & Admission Workshop for Parents	April 25	Hannah Sieber	\$350

Website Upgrade

In order to streamline our program registration process, we would like to integrate a web calendar and registration process onto our current website. **Plymouth Rocket** offers a package deal of EK Mars (calendar) and EK Registration (online registration) for \$900 annually. As the library continues to develop its program offerings, we feel that integrating this software onto our website will encourage more patrons to register and attend programs as it eliminates the extra registration step of calling or visiting the library. EK Registration will provide the staff the ability to contact patrons without violating confidentiality and will ease patron confusion with session based programming.

Features:

- Calendar with events easily accessible to patrons and staff
- User friendly interface
- Patrons can view your calendar on their smart phone
- Scroll your events on a computer in the lobby
- Add repeating events easily
- Collect and save registration data
- Export data
- Registrant emails
- Automatic reminder emails
- "Tell a friend" and "remind me" emails
- Easy links to registration forms from calendar
- Waiting lists

Budget

Using Uxbridge Form 11, we transferred \$6,282.90 from the professional salary line (10-610-5110) to the library technology support services line (10-610-5306) in order to purchase staff computers that are older than five years and barcode scanners that have not been updated in more than a decade.

MBLC & State Aid

The MBLC certified the Town of Uxbridge to participate in the FY2019 State Aid to Public Libraries Program. There will be two award payments. The first payment has been posted to our revenue account for \$8,796.43. The second payment will be sent by the last quarter of FY2019.

Director's Report

March 2019

Long Range Plan

Barbara Hall, Lindsey Centrella and myself will meet on Tuesday, April 2 to draft the goals, objectives and activities of the plan. The Long Range Plan Committee will meet on Tuesday, April 9 to review and comment on the preliminary draft.

Friends Report

N/A – Next meeting on Monday, April 1, 2019

March Programming

Adult

Yoga with Marise Nazzaro - Mondays at 7pm

Sit and Knit – Thursdays, March 7 and 21 at 1:30pm

Card Making – Thursday, March 7 at 6:15pm

Uxbridge Senior Center Book Club – Tuesday, March 12 at 1pm

Celebrating Ireland – Thursday, March 14 at 6:30pm

Meal Planning 101 – Monday, March 18 at 6:30pm

Companion Planting and Design – Thursday, March 21 at 6:30pm

Bookies Book Club – Monday, March 25 at 6:30pm

Kilimanjaro: Journey to the Roof of Africa – Thursday, March 28 at 6:30pm

Youth

Children's Irish Step Dance Class - Saturday, March 2 at 11am

Relax and Craft - Saturday, March 2 at 12:30pm

Intro to Dungeons & Dragons - Saturday, March 9 from 11:30am-1:30pm

Music and Movement: Dr. Seuss On the Loose - Tuesday, March 12 at 11am

Read to Lexi - Mondays, March 4 and 25 at 4pm

Kids Yoga - Thursday, March 14 at 4:30pm

Pajama Story Time & Stuffed Animal Sleepover - Thursday, March 28 at 6:30pm

Teen Advisory Board Meeting - TBD

Crazy Colors - Tuesdays at 3:30pm

Crafty Wednesday - Wednesdays from 10am-4pm

Lego Club - Thursdays at 3:30pm

Little Movers - Saturdays, March 2, 9, and 16 at 10am

Baby & Me Story Time Mondays at 10:30am and Tuesdays at 10:30am

Preschool Story Time Wednesdays at 11am and Thursdays at 11am

Director's Report
March 2019

April Programming

Adult

Yoga with Marise Nazzaro - Mondays at 7pm
Sit and Knit – Thursdays, April 4 and 18 at 1:30pm
Attracting Native Pollinators – Thursday, April 4 at 6:30pm
Uxbridge Town Cleanup Day – Saturday, April 6 from 9am-12pm
Composting 101 – Saturday, April 6 at 12:30pm
Friends of the Library Meeting – Monday, April 1 at 6:30pm
Uxbridge Senior Center Page Tuners – Tuesday, April 9 at 1pm
Card Making – Thursday, April 11 at 6:15pm
Zentangle: Easter Eggs – Thursday, April 18 at 6pm
Let's Sew – Thursday, April 25 at 6pm
Chi Running – Thursday, April 25 at 6pm
Bookies Book Club – Monday, April 29 at 6:30pm

Youth

Read to Lexi - Mondays, April 8 and 22
Music and Movement: Springtime Flowers - Tuesday, April 9 at 11am
Teen Advisory Board Meeting - Thursday, April 11 at 6pm
College Testing and Admissions Essay 101 for Parents - Thursday, April 25 at 7pm
Creation Station - Tuesdays at 3:30pm
Crafty Wednesdays - Wednesdays from 10am-4pm
Lego Club - Thursdays at 3:30pm
Pajama Story Time & Stuffed Animal Sleepover - Thursday, April 25 at 6:30pm
Preschool Story Time Wednesdays at 11am and Thursdays at 11am

April School Vacation

Candy Bar Bingo - Saturday, April 13th at 10am
Mobile Mini-Golf - Tuesday, April 16 from 10-1pm
Popcorn Story Time - Tuesday, April 16 at 11am
Builders Story Time - Wednesday, April 17 at 1pm
Dance Party - Wednesday, April 17 at 3pm
Make and Take Your Own Chocolate - Thursday, April 18 at 1pm
Kids Yoga - Thursday, April 18 at 4:30pm
Family Game Night - Thursday, April 18 at 6pm
Popsicle Stick Bookmarks - Saturday, April 20 at 11am