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

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, A.D. Lindsey Centrella

Old Business:

Motion made by J. Lynch, 2nd by M. Anderson to approve minutes from January 15, 2019, Motion passed unanimously

Long Range Plan – All individual pieces have been submitted to the committee. The goals will be done by the end of March 2019.

Next Meeting - Next meeting is March 19, 2019

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.

Motion made by D. Donovan, 2nd by G. Keegan to adopt the Behavior Code Policy and the Computer Internet Usage policy as written. Motion passed unanimously

Motion made by M. Bazarian Murray, 2nd by D. Donovan to approve the Assistant Director's salary adjustment from $46,000.00 to $46,920.00. Motion passed unanimously

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 approve up to $800.00 to buy from J.D. Crow & Assoc. the correct cartridge for the microfilm machine. Motion passed unanimously

Motion made by G. Keegam, 2nd by J. Lynch to adjourn at 7:27pm, Motion passed unanimously

Town of Uxbridge

Meeting   Cancellation

Board or Commission   Library Trustees- Personnel Committee   Time   6:00pm
Board or Commission   Library Trustees   Time   7:00pm
        Meeting Date   Tuesday, February 19, 2019
               Place   Uxbridge Public Library
Authorized Signature   Cathy Parker

- -

Personnel Sub Committee to meet at 6:00pm to begin the annual review process for the Director and Assistant Director.

I. Call to Order
    Approval of Minutes from January 15, 2018
    Next meeting March 19, 2019

II. Old Business
    Long Range Plan update
    Capital Planning update

III. New Business
    Reports – Friends, Directors, Treasurers, Real Property
    Computer Internet Usage Policy
    Behavior Code Policy
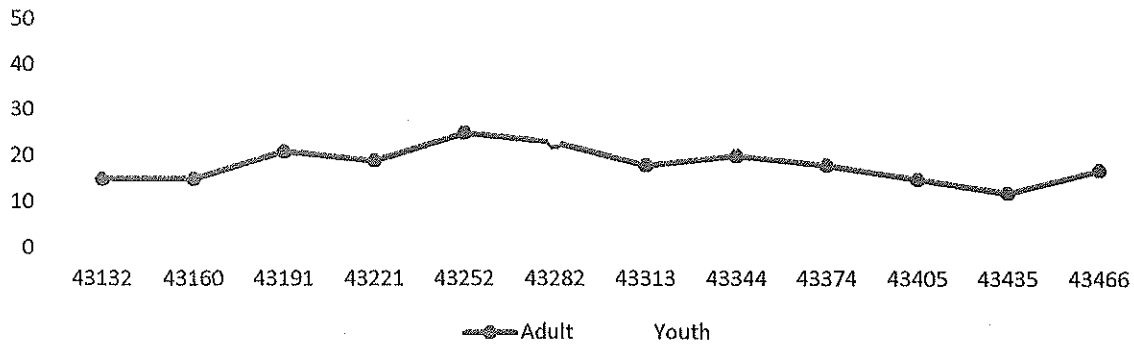   Assistant Director Salary Adjustment
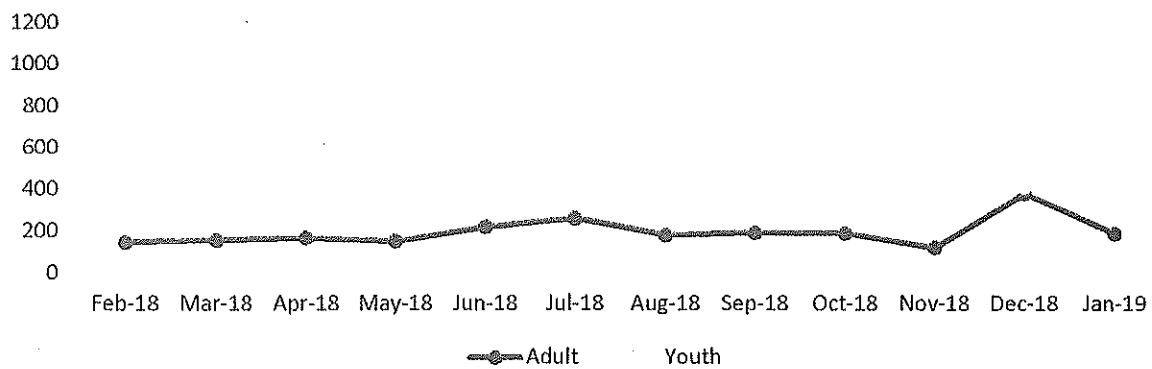
IV. Other Business

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 occurance 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.
* Chairs should not post notices so far in advance that there is a high likelihood that new topics will arise, unless the chair updates the notice with any such new topics 48 hours in advance of the meeting.
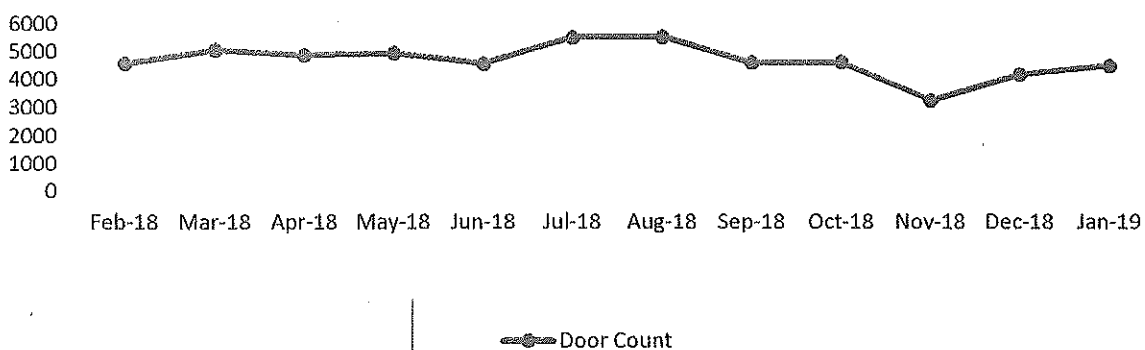
Number of Programs

43132	43160	43191	43221	43252	43282	43313	43344	43374	43405	43435	43466

Adult   Youth

Program Attendance

Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19

Adult   Youth

Door Count

Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19

Door Count

January Library Administrative Statistics
New Patrons Registered: 49
Lost Items Recovered: 81
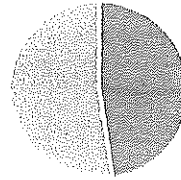Adult Reference: 323
Youth Reference: 198

Director's Report
January 2019

Finances as of February 2019: 7 months (58.33% into FY19)

Salary Expenditures

Spent – 48%	$136,273
Remaining – 52%	$149,733
Total Budgeted	$286,006

Salaries

Spent · Remaining

Acquisitions Expenditures

Spent – 57%	$36,175
Encumbered – 10%	$6,363
Remaining – 33%	$20,962
Total Budgeted	$63,500

Aquisitions
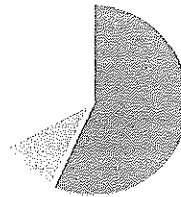
Spent · Encumbered · Remaining

Total Budget Expenditures

Spent – 52%	$207,641
Remaining – 48%	$188,913
Total Budgeted	$396,554

Total Budget

Spent · Remaining

Director's Report
January 2019
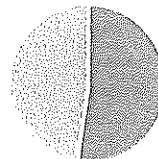
Requested Financing

Program/Purpose	Date	Recipient	Amount
Yoga	February 4, 11, 25	Marise Nazzaro	$150
Music & Movement	March 12	Deb Hudgins	$55
Kids Yoga	March 14	Alison Goldenberg	$25
Celebrating Ireland	March 14	Mary King Phil Edmonds Kevin Fallon	$134 $133 $133
Meal Planning 101	March 18	Sarah Harrison Roy	$75

Policies
Attached are the final policy drafts for Patron Behavior and Computer & Internet Usage for a Board vote.

Staff Update
Assistant Director Salary – Board vote for COLA

Museum Passes

Pass	Annual Usage	Cost
Museum of Science	74	$700

Building Update
Energy Conservation, Inc. performed inspections on ten municipal buildings located in Uxbridge, MA as part of the Green Communities Grant. They found that the many of the buildings were moderately to considerably leaky. Repairing the air barriers and/or insulation will help solve a number of significant problems. The weatherization upgrades to the library building will potentially save $2,000 on budget expenditures. The timeline of this project is yet to be determined.

New vent adjusters have been installed on 8 of the radiators.

MBLC Update
The Millville Free Public Library is no longer certified by the Massachusetts Board of Library Commissioners. Per our policy implemented in 2012, we will not circulate items to patrons with a Millville address; however, they are more than welcome to utilize our materials in-house.

Long Range Plan Update
The Long Range Plan Committee members have submitted their assigned portions of the report. Lindsey Centrella is in the process of compiling and editing the report. Barbara Hall, Lindsey Centrella, and myself will meet to draft the goals, objectives, and activities of the report.

Friends Report
       -Library Staff Appreciation Lunch: April 9
       -Open invitation to Friends of the Library Meetings: Library Website Calendar

Director's Report
January 2019

February Programming
<u>Adult</u>
Yoga - Mondays at 7pm
Recycling Event – Monday, February 4 at 6pm
Card Making – Thursday, February 7 at 6:15pm
Sit and Knit – Thursdays, January 10 and 24 at 1:30pm
Uxbridge Senior Center Page Turners – Tuesday, February 12 at 1pm
Indoor Seed Starting – Thursday, February 21 at 6:30pm
Bookies Book Club – Monday, February 25 at 6:30pm
<u>Youth</u>
Baby & Me – Mondays and Tuesdays at 10:30am
Creation Station - Tuesdays at 3:30pm
Crafty Wednesdays - Wednesdays from 10am-4pm
Preschool Story Time – Wednesdays and Thursdays at 11am
Lego Club - Thursdays at 3:30pm
Read to Lexi - Mondays, February 11 and 25 at 4pm
Music and Movement: Valentine's Fun - Tuesday, February 12 at 11am
Kids Yoga - Thursday, February 14 at 4:30pm
Teen Advisory Board Meeting - Thursday, February 14 at 6pm
Candy Bar Bingo - Saturday, February 16 at 11am
Kids Dance Party - Wednesday, February 20 from 2-3pm
Decorate Your Own Library Bag - Thursday, February 21 at 1pm
Make Your Own Bath Bombs - Thursday, February 21 at 6pm
Little Movers - Saturday, February 23 at 10am
Decorate Mardi Gras Masks - Saturday, February 23 at 12pm
Pajama Story Time & Stuffed Animal Sleepover - Thursday, February 28 at 6:30pm
March Programming
<u>Adult</u>
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
<u>Youth</u>
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

Uxbridge Free Public Library
Behavior Code

Purpose: Uxbridge Free Public Library Behavior Policy ensures that our facility is safe, welcoming, and provides equitable access to all library materials and services. All patrons are welcome at the Uxbridge Free Public Library but must not interfere with the ability of others to use library resources, services and facilities.

Please help the library serve the community effectively by observing the following:
-Drinks in securely covered containers are allowed throughout the library; except in the local history room and at the computer workstations.
-Please refrain from eating.
-Silence your cell phone when entering the library. Respectfully quiet phone conversations are permitted **only** in the children's department entryway.
-Keep belongings with you at all times.
-Wear a shirt and shoes at all times in the library (Uxbridge Board of Health Regulations, Articles 1 and 8).
-Maintain clean personal hygiene. Patrons may be asked to leave the library if their personal hygiene interferes with library operations.

For the comfort and safety of patrons, staff and volunteers, the following activities are prohibited:
-Smoking (including vaping), using alcohol or illegal drugs in library building or on library grounds. (Massachusetts General Law (MGL), Chapter 270, Section 21-22)
-Creating a disturbance by making noise, talking loudly, or other disruptive conduct. (MGL, Chapter 272, Section 41)
-Interfering with another patron's right to use the library or with the library staff's performance of their duties.
-Using audible devices without headphones or with headphones set at a volume that disturbs others.
-Threatening behavior, including verbal abuse, physical violence, threats of violence and weapons.
-Misusing the restrooms.
-Sleeping.
-Neglecting to provide proper supervision of children under 12. Responsible persons must remain in programs with children who require supervision, regardless of age. (MGL, Chapter 231, Section 85)
-Soliciting or canvassing.
-Trespassing in non-public areas.
-Defacing or damaging Library property. (MGL, Chapter 266, Section 100)

Computer & Internet Usage Code

Public computers with Internet access and Microsoft Office are available during library hours. Patrons must use a valid library card to use a computer workstation. If a patron does not have a library card, they will be issued a guest pass. Sessions begin with a one hour slot. Time extensions may be granted depending on the availability of computers. Printing services are offered for a fee.

Please help the library serve the community effectively by observing the following:
-All Internet usage within the library must be for legal purposes only.
- The library staff reserves the right to prohibit the public display of material that interferes with the comfort of other patrons. Viewing some images or text may infringe on the experience of other patrons (MGL, Chapter 272, Section 28).
-No beverages are allowed at the computer workstations.

For the comfort and safety of patrons, staff and volunteers, the following activities are not allowed:
-Damaging or tampering with library hardware or software. (MGL, Chapter 266, Section 100)
-Harassing other patrons.
-Improper use of copyright-protected material.
-Violating another's privacy.

Disclaimers

Please note that restriction of a child's access to the Internet is the sole responsibility of the parent or the guardian.

The Uxbridge Free Public Library cannot take responsibility for any personal data shared within the building. Library staff also cannot control the availability and accuracy of information found on the Internet.