

Meeting Acushnet Public Library Trustees

October 25, 2017

In attendance: Kristen Leotti, Chairperson

Jean Stripinis

Nancy Francis

Jeri Howland

Henry Preston

Dina Brasseur, Director

Audience: Connie Preston

Motion was made and seconded to accept the Secretary's report. All voted in favor.

The Financial Report was presented by Director Brasseur.

--Budget is on target . 30% spent to date.

--Energy budget is being watched carefully. It was noted that the fans are only on when the dehumidifier is on. Manufacturer has said that the dehumidifiers should stay on at all times (fans are not necessary all year). A discussion considered turning them off but decided to try a humidity gauge rather than risk mold.

--Materials have spent almost 70% (usually runs out by February).

The Financial Report was accepted.

The Director's Report was presented by Director Brasseur.

--Hoopla, which began in May, started with five downloads. Users would like to increase that number. Library staff is encouraging users to try Overdrive and Axis 360. 110 patrons have registered for Hoopla. Every month has increased the number of users. The highest month was June with 36 registrations. 50 patrons are downloading each month. \$1000. was just put into the account. Dina would like an increase from 5 to 8 downloads per month. CD's are .99/month for 1 week. Audio books are \$3.49/month for 21 days. Acushnet Hoopla can be used only by Acushnet library patrons. The trustees voted to increase the number of downloads from 5 to 8 per month.

--Dina explained that she has wanted to put the Collection Development Policy in place for a while. It will be on the website and a copy on the front desk. Section 2-C is on local history or local author's work. We may need a policy to deal with this. Issues often arise concerning material that has been self-published. Kristen suggested that a policy is needed to regulate donations (monetary or otherwise), such as how should money be spent and how to deal with money donated with stipulations. It could be written as an appendix. These gifts could be cash, artwork or trusts. Other libraries have forms to fill out when you donate. Kristen and Dina will work together on new policy for donations. It was noted that just because something is reconsidered (on complaint form) does not mean that it will be removed from

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collection. The Acushnet library already has a patron request form. This policy is part of the FY'19 action plan.

**Announcements:**

--Connie Preston presented report on the Friends book sale. It was a huge success. Many donations from the public. 99.9% of the books were sold. The staff helped out when no Friends were present. Some new members of the Friends were recruited. The book sale will probably be an annual event depending on donations. Storage has been a problem but not at present time.

--The library holiday schedule is as follows: closed on Saturday, November 11; Wednesday, November 22; Thursday, November 23; Saturday, December 23; Monday, December 25; Saturday, December 30 and Monday, January 1

--Upcoming programs: Saturday, November 4 at 12:30 Shallow Graves by Maureen Boyle; Wednesday, November 8 For the Love of Portuguese Food by Milena Rodrigues

--Dina reported that the Department Heads Meeting next week will probably talk about budgets.

These are traditionally due in February but may need to be done earlier this year.

Next meeting is scheduled for Thursday, November 16 at 4:30 pm.

Motion was made and seconded to adjourn the meeting at 5:12 pm.

Respectfully submitted,

Jeri Howland, Secretary

**Approved at 11-30-17 BOT Meeting**