

SOUTH BERWICK PUBLIC LIBRARY
LIBRARY ADVISORY BOARD MINUTES

December 18, 2012

The meeting of the Library Advisory Board was brought to order at 6:10 pm. In attendance were: Elaine Pridham, Tim Benoit, David Gagnon, and Al Whitaker. Also present was the Library Director, Karen Eger.

The first order of business was an update of the building project made by Ms. Eger. She reported that the Friends of the Library have received a couple of grants, one of which will be used for a special purpose room. Ms. Eger anticipates that shelving will be placed in the children's area fairly soon. As the Friends approach the \$800,000 threshold, they will start to act on community fund raising to gather money for smaller projects.

The next item of business was the adoption of the minutes of the meeting of November 20, 2012. Mr. Benoit moved and Ms. Pridham seconded a motion to accept the minutes. It was adopted unanimously.

Discussion then moved to the Board's by-laws. Ms. Pridham distributed copies of changes to the by-laws which she had drafted. She also presented an outline of talking points for that article of the Town Code by which the board was established. After discussing the possible changes, the Board determined to take up a draft of revised by-laws, prepared by Ms. Pridham, at its January meeting. The Board after reviewing the draft would ask that it be submitted to the Town Manager for review, since proposed changes in the by-laws will carry an inference of a need to change the Town Code. Mr. Ellsworth would be in a better position to determine how to proceed on changes to the Code. The general consensus of the Board was to proceed accordingly.

Ms. Eger then introduced her proposed Visitors' Behavior Policy. The Board had previously reviewed it. On a motion by Ms. Pridham, seconded by Mr. Benoit, it was determined to accept the policy as it had been revised. The vote was unanimous.

Next, the Board turned to the subject of security. Ms. Eger observed that the Library has no panic button for use in an emergency. She expressed the sentiment that it was an important item to pursue. Members of the Board uniformly agreed with her. She noted that she would be meeting with the Building Committee very soon and would take the subject up with them. She plans to advocate more broadly for a security program with the Building Committee and the Town Manager. She was encouraged in this by the Board.

While on the subject of security, Mr. Benoit asked how the staff would deal with a patron who came to the Library with a concealed weapon for which he/she had a permit. This provoked a wide-ranging discussion. The consensus of the Board was that Ms. Eger

should consult with Town officials, and, particularly with the Chief of Police to develop an answer to the question. It was noted that a starting point in any determination of policy on the matter would be state and local law.

Under New Business, Ms. Eger introduced a draft of a gift policy on which she has been working. She had developed it in response to people asking about donating items to the Library. She also had developed a "*Deed of Gift*" form as a part of the policy. The Board will review for the next meeting.

In response to an earlier indication that the Town Manager might be interested in creating a records vault in the basement of the Library for Town records, Mr. Whitaker offered Ms. Eger a copy of the Massachusetts "*Specifications for Safes and Vaults.*" He asked her to get it to the Town Manager for reference purposes in the event he was still considering placing a vault in the basement of the Library.

Ms. Eger then introduced the subject of a recent program survey undertaken by the Friends of the Library. As she explained, the results are a little difficult to render, but there are some interesting points. One unexpected response was that there was not a great deal of interest in the summer reading programs. Ms. Eger observed that the summer reading programs will be retained, but might be trimmed down.

The survey did suggest that there is strong support for the community use of the Library. Survey respondents tended to be over thirty-five years of age. Ms. Eger indicated that efforts will be made to improve the interpretation of the data from the survey.

Mr. Benoit asked about a program called, "Raising Readers." Ms. Eger explained that it was a program available throughout Maine.

Ms. Pridham moved and Mr. Benoit seconded a motion to adjourn at 7:20 pm. The motion was adopted unanimously.

Submitted by: Albert Whitaker