



Wilmington Memorial Library

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Board of Library Trustees

Mr. James Banda
Ms. Karen Campbell
Ms. Susanne Clarkin
Ms. Joan Grady
Ms. Eileen MacDougall
Mr. Donald Pearson

BOARD OF LIBRARY TRUSTEES MINUTES Tuesday, June 16, 2009

Present: Trustees James Banda, Don Pearson, Susanne Clarkin, Karen Campbell, Joan Grady, Eileen MacDougall, Library Director Christina Stewart, Administrative Assistant Gloria Corcoran, Assistant Library Director Charlotte Wood

The meeting was called to order at 7:00 pm.

Joan Grady made a motion to accept the minutes of May 9, 2009, seconded by Karen Campbell, motion passed unanimously.

James Banda made a motion to accept the May 2009 Financial Report; seconded by Eileen MacDougall, motion passed unanimously.

Library Director's Report:

Local History Room Policy

The proposed Local History Room Policy was discussed. Karen Campbell questioned the restriction in the policy that the local history room could be used only for local history research. She noted that there is a need for quiet study space in the library and asked that consideration be given for allowing patrons to use this room for quiet study. The library staff will monitor the use of the local history room over summer and present the policy with a revision for quiet study at the September meeting.

Patron Behavior Policy

Mrs. Stewart explained that proposed changes in the Patron Behavior Policy addressed some recent behavior problems that have occurred in the library. Mrs. Stewart asked Charlotte Wood, Assistant Library Director, to explain the request from a library patron to clean DVDs prior to checkout. Mrs. Wood explained why this request was not warranted or a legitimate use of library resources. Don Pearson asked that 'audio recordings' be added to the bullet "photographing or videotaping". A motion to approve the policy as amended was made by Eileen MacDougall, seconded by Karen Campbell, motion passed unanimously.

Mrs. Stewart informed the Trustees that the adult department was moving forward with the development of "neighborhood collections." She asked Mrs. Wood to explain the concept of neighborhood collections and how the project was progressing to the Trustees.

Karen Campbell expressed concern about patrons who take advantage of the library's public printers. There was a discussion about cost of printing from the internet computers. Mrs.

Wood noted that the cost of the ink cartridges and the paper was acceptable at this time. Bulk printing at the public computers is not permitted and will be monitored by the reference staff.

Long Range Planning

Mrs. Stewart provided the Trustees with the results of the SWOT that was developed by the Long Range Planning Committee on June 1st. She will conduct the SWOT exercise with the library staff on June 19th at the staff meeting. Mrs. Stewart reviewed the questions that will be on the town wide survey.

Mrs. Stewart asked the Trustees if they had anything to add to the SWOT that was developed by the Long Range Planning Committee. The following comments were added:

Strengths

- The library is the only non-school organization that facilitates literacy and life-long learning
- The library staff is willing to take risks in implementing creative ideas.
- The library provides personal reading lists even though it was time consuming.

Weaknesses

- Lack of individual study space

Opportunities

- Improve the Teen Librarian presence at the middle school
- Improve outreach to community
- Promote literacy
- Investigate automated call system used by the public schools (reverse 911) to announce big library events like summer reading program

Questions posed:

What is the role of the public library in a digital world where information is easily available from many sources?

- Keeper of the books
- Advocate for keeping an open mind during the life long experience
- A place to connect with the community and a place of solitude
- Place of multigenerational literacy

What can or should the library offer the community in order to stay relevant?

- Stay on the cutting edge of technology
- Show others how to use the technology we have

Value Statements:

Mrs. Stewart asked the Trustees to indicate what value statements or “operating principles” guide their and the staffs actions and decisions.

- We provide exemplary customer service
- We provide services to all diverse groups of the community
- We embrace intellectual freedom
- We fairly and responsibly allocate our resources
- We will continue to provide cutting edge technology

Mission Statement

Mrs. Stewart asked the Trustee to evaluate whether the current mission statement is still relevant. Eileen MacDougall noted that she liked the wording of the vision statement in the handout given to Trustees from the Elmhurst Public Library “a place of discovery at the heart of the community.” It was decided that sample mission statements and sample value statements will be given to the Trustees for review and feedback at the September meeting.

Trustee Comments:

Eileen MacDougall discussed a program she went to in Tewksbury with Globe Reporter Shawn Murphy about the pension legislation. She found this very informative.

Joan Grady commented on the flowers by the back door of the library look very lovely. Mrs. Stewart noted that Charlotte Stewart planted these flowers.

There will be no meetings in July and August.

The next Trustee meeting is September 15 at 7 pm.

Motion to adjourn was made at 9:05 pm by Karen Campbell, seconded by Eileen MacDougall.

Submitted by,

Gloria Corcoran
Administrative Assistant