

Georgetown Peabody Library Trustees



Date: Wednesday, July 1, 2015

Time: 7:00 PM

Next Regular Meeting: Wednesday, August 5, 2015 in Georgetown Peabody Library

Minutes

Meeting called to order at 7:10 PM

Trustees present: Chris Laut, Sue Clay, Sue Clohecy, Michelle Brock, Kevin Moran and Mary Saunders
Library Staff: Ruth Shores, Kathy DeWitt

Trustees approved Minutes for May 13 Trustee Meeting with minor corrections. Motion by Sue Clay and second by Kevin Moran.

Trustees approved Minutes for June 17 Special Trustees Meeting. Motion by Sue Clohecy and second by Michelle Brock.

Library Website Developer presentation by Tom Sterling of Sterling Technologies (ST)

- For cost of \$9000. per bid document, library would get
 - First meeting with small group of staff and perhaps trustee to decide on basic layout and requirements
 - Second meeting with more stakeholders will have Website ready for viewing and revision
 - Then two 14-day revision periods are part of package.
 - The launch will include setting up access and training as well as fine tuning.
- Chris Laut asked about Website access on various devices
 - Answer: “mobile first responsive design” which means that screen display reformats to adjust to size of screen. Small mobile device screens are the most challenging so Website design begins there.
- Chris Laut asked about ADA compliance
 - Answer: Will be set up to work well with screen readers used by visually impaired. ST has program that checks compatibility with screen readers OR we can contract with another company to check further. Also uses Google Translate for language translations.
- The Service Level Agreement (SLA) will be in the contract. Time required will be 8 to 10 weeks with meeting dates set up at start.
- Best to have managed hosting. Cost starts \$15/month. Includes security updates.
- ST does offer a support package on a per month basis. Tom Sterling suggests that our staff may not need much support beyond initial launch.

- Goal of navigations structure is to be able to find items in 3 clicks or less and a Search box that works reliably.
- Discussed further potential features of Website

Sue Clay moved (Sue Clohecy seconded) trustees request a contract containing the SLA from Sterling Technologies. Trustees approved unanimously.

Ruth Shores commented that for GPL to have an easily accessible Website opens the doors of the library to those with disabilities and to after-hours town usage of library resources.

Old Business:

- Policies:
 - Mary Saunders moved (Sue Clohecy seconded) trustees approve the Collection Development Policy and Safe Child Policy as revised at the last meeting. Unanimous approval by trustees.
 - Consideration of Library Use Policy, Meeting Room Policy, and Materials Reconsideration Form tabled to next meeting.
- Summer Reading has more than 160 children enrolled. Monday night kick-off event had 65 in attendance.
- Baseboards in new meeting room again coming unglued. Albrite Company seems to have problems with batch. Sarah Lynch is in contact with company.
- Window Sills: Trustees ask Library Director to ask Martyn Richards to consider accepting \$600. for replacement of both rotting sills rather than the \$750 quoted.
- Michelle Brock will remind Mike Anderson from the School Department to pick up desks and shelves in teen meeting room.
- Young Adult Librarian position has 17 applicants, 6 interviews.
- Staff to be certified in CPR and first aid on July 6 and 8 before library opens.
- Wall tile project - artist's husband had a stroke. Tiles moving forward, slightly delayed. Library received 2 complaints on July 1st.
- Oliver Brothers will email evaluation of paintings this week.
- Trustees suggest that a locking cabinet be acquired for the cable production equipment in teen meeting room
- Michelle Brock proposes that a role be found for the returned library card catalog furniture in the library.
- Trustees discussed director's salary and sent an email to Town Manager Mike Farrell requesting that the town fund the \$108. discrepancy in budget for 1.5% raise.
- Michelle Brock requested trustees consider how many outdoor signs identifying the library are needed and where they should be placed.

Michelle Brock moved and Sue Clohecy seconded motion to adjourn at 9:12 PM

Prepared by Mary Saunders on July 2, 2015.