

Bancroft Memorial Library
Board of Trustees Meeting
March 18, 2019

The meeting was called to order at 6:50 p.m. Present were Trustees Katherine Wright, Nancy Verdolino and (Chairman) Frederick G. Oldfield III, and Director Robyn York.

PUBLIC FORUM:

Vineet Kauskik, an 8th grade student at Hopedale Jr.-Sr. High School, was present to observe the meeting.

A Formal Welcome was given to new Library Director Robyn York, whose start date was February 1, 2019.

MINUTES:

The minutes from the January 14, 2019 meeting were reviewed and accepted.

DIRECTOR'S REPORT:

- The Director handed out the current financial report. The budget reflects that the spending is on target. Some explanation from the Director regarding the negative balance in the Postage Account clarified that the Library had not really used that great amount of postage, just that the Town Accountant wasn't exactly certain of the beginning balance for the fiscal year, so that balance shown is a cumulative balance for the past several years. At the beginning of the next fiscal year, the accuracy of the Postage Line balance will begin to be on target. The line item for Equipment is also way over budget, but the Director noted that the Library's computer are aging and new ones will be purchase soon.
- The Director discussed the CWMARS network visit, noting that a new Router has been installed downstairs and security cameras which run 24/7 are also now installed. The Trustees will discuss at a later date how often the footage needs to be viewed.
- The Director reported that the pajama collection program generated 11 pairs of new pajamas which were donated to the Home for Little Wanderers.
- The Director also reported on the Friends' group and its current pass program as well as the upcoming "Clearing Space at Home" on March 27th.
- The Director discussed adding the Trustees' email addresses to the email list with information from the Mass. Board of Library Commissioners.

OLD BUSINESS:

- The Trustees discussed upcoming projects such as preparing an RFP for the gutter repair, an RFP for the roof repair (with special attention to be paid to the valley over the Trustee Room), and an RFP for repointing and cleaning the building.
- It was noted that the Long Range Plan runs out this year and the Director will check on the due date for the new one. It should be noted that at a previous meeting the Trustees decided to schedule into the Long Range Plan the purchase in ten years of a new cover for the Statue of Hope.
- The Director reported that on March 9th Bob Erbetta of Marblehead Structures, Inc. brought the newly sewn winter cover for the Statute of Hope, but the cover did not fit properly and was removed to be remade. She reported that Mr. Erbetta plans to retire this year and is seeking local professionals to install and remove the cover for the Library in the future. He believes Dennis DiGiando Corp. of 303 Main St., Milford, would be a good candidate, and will train Mr. DiGiando's personnel.
- The Director reported that former Director Ann Fields had found the paperwork describing the Historical Building requirements for the Library.
- She also noted that the Town Administrator Steve Sette had discussed with Ann Fields the plan for hiring a custodian to be shared between Town Hall and the Library.

NEW BUSINESS:

- Nancy Verdolino reported that she had nominated Ann Fields for the "Celebrate Literacy Award" given out by 11 councils in Massachusetts under the umbrella of the Mass. Library Council.
- The Trustees discussed a suggestion of offering a fine forgiveness program for children.

The next regular monthly Trustees' meeting is set for Monday, February 11, 2019 at 6:45 p.m.

The meeting adjourned at 8:40 p.m.

Respectfully submitted,
Katherine M. Wright, Secretary

The people of the world must pick out a thesis: "PEACE IN THE
WORLD, OR THE WORLD IN PIECES!" - Vern Partlow

Hopedale

Vol. 5 No. 1

Free to Every Home and Business Every Month

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March 2019

Changing of the Guard at Bancroft Library

By MARJORIE TURNER HOLLMAN

With the retirement of Ann Fields from the helm of the Bancroft Library in Hopedale, visitors will see some changes, but they will also see a face that will be familiar to many. Robyn York, long-time Hopedale resident, who worked at the library in the past, is now taking over Fields' tasks as library director.

We had a chance to speak with both women, and got the sense that both feel positive about the direction the library is going. Fields is confident the library will be in good hands with York in the top leadership role, and York is grateful for all the foresight Fields used, especially in leaving her with a solid budget already set up for the coming year. "Ann did a stellar job anticipating needs," York said. "I am concerned with the upkeep of the building—



Ann Fields

the exterior needs repointing, which is a big project. And we have concerns about the roof—the building itself was erected in 1898—so upkeep is a constant concern."

Perhaps not too surprising, both women cited the role of libraries they grew up with as favorite places for them to spend

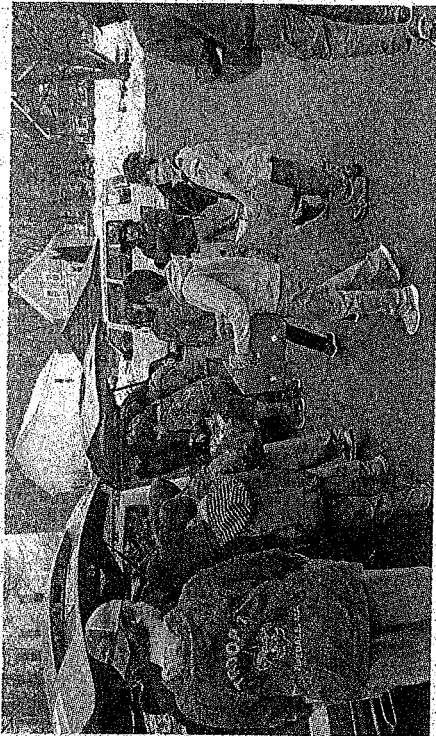


Robyn York

time. For Fields, it was her elementary school library, where she was a library helper, and worked in the same capacity at her high school. York noted that she rode her bike every other week to her local book

LIBRARY

Scouting for Food, Saturday, March 16th



By LINDA HIXON

It's easy to think of giving during the holidays. But as spring approaches, it's easy to forget there are still people in need.

Hopedale's Boy Scout Troop 1 will be Scouting for Food on Saturday, March 16, to try and fill that void. All of the food collected will go to help The Daily Bread food pantry on Exchange Street in Milford. The door tags included in this paper and are the

best way to participate in this important event.

Hang a tag on your front door, or where it will be visible from the street, on Saturday morning, March 16. Then leave your non-

perishable food donations outside your front door or on your porch. The scouts will begin looking for donations at 9 a.m.

SCOUTING

Bancroft Memorial Library
50 Hopedale St.
Hopedale, MA 01747
Library Board of Trustees
March 18, 2019
6:45 p.m.

Agenda for meeting

- Call the Meeting to order
- Review Minutes
- Public Forum
- Director's Report
 - Budget
 - Upcoming projects
 - RFP gutters; roof – special attention to valley over Trustee Room
 - RFP repointing; cleaning building
 - Long Range Plan
 - CWMARS network visit
- Old Business
 - Tent cover for Hope Plaza
- New Business
 - Policy updates

Other topics not reasonably anticipated by Chair 48 hours before meeting.

Next Meeting Dates and Time:

Apr.8, 2019

May 20, 2019

June 17, 2019

Bancroft Memorial Library
50 Hopedale St.
Hopedale, MA 01747
Library Board of Trustees
Director's Report
Mar. 18, 2019
6:45 p.m.

- Director's Report
 - Current budget report – attached
 - Social Media Policy approval
- Library programs
 - Liz Barbour/Instant Pot Program on March 25 at 6:30pm
- Building updates
 - Statue
 - Bob Erbetta was here on Sat., Mar.9 to drop off tent
 - When weather warms up he will be returning to set up and take down tent and scaffolding to train new local person, definitely before end of May
 - Received and paid final bill
- Friends
 - Continuing Southwick's pass with \$7.50 donation/pass requested
 - New pass is for Roger Williams Zoo
 - Upcoming program: Clearing Space at Home – Susan Caplan McCarthy
- Other

Bancroft Memorial Library Budget Update

week 36

Line Item Type	FY2019 budget	3/18/2019	Balance	% spent (69.2% of year)
Salaries	\$174,113.00	\$117,097.80	\$57,015.20	67.3%
Salaries-Elected Officials	\$1,440.00	\$720.00	\$720.00	50.0%
Salaries total	\$175,553.00	\$117,817.80	\$57,735.20	67.1%
Energy	\$14,000.00	\$8,427.09	\$5,572.91	60.2%
Water & Sewer	\$640.00	\$380.11	\$259.89	59.4%
Repairs and Maintenance	\$23,289.00	\$10,293.46	\$12,995.54	44.2%
Professional & Technical	\$10,012.70	\$9,832.70	\$180.00	98.2%
Telephone	\$400.00	\$231.13	\$168.87	57.8%
Postage	\$100.00	\$327.60	-\$227.60	327.6%
Educational (Books, DVD's, etc.)	\$51,376.00	\$36,911.04	\$14,464.96	71.8%
Other Supplies	\$4,400.00	\$3,121.94	\$1,278.06	71.0%
Travel/ Dues/ Seminars	\$550.00	\$270.85	\$279.15	49.2%
Equipment	\$900.00	\$1,190.74	-\$290.74	132.3%
Totals	\$105,667.70	\$70,986.66	\$34,681.04	67.2%

\$5,000 added for Hope from Reserve funds; \$2,500 spent

*Amount in P&T includes remaining CIT payments balance of \$3K for Hope repair has been spent. Spent an additional \$755.15 from Repairs & maintenance..

*Not sure that we will be charged for add'l postage.

1/14/2019 Speical Accounts

Other Accounts	Prior balance	Received	Expenses	Funds as of 1/14/2019
Marjorie Hattersley Memorial	\$1,833.16	\$ 200.00		\$2,033.16
Tiffany Memorial				\$ 2,537.38
Library Donations	\$20,598.14			\$20,598.14
Book & Materials donations (lost/damaged)	\$2,864.54	\$ 32.70	\$0.0	\$2,897.24
AG Class Action Suit				\$20.86
Library Trust spend as of 3/19/2018	\$5,426.49			\$5,426.49
Library Trust (principal)				\$ 56,270.92
State Aid fund (need \$15,188 for matching grant)	\$35,054.12	3,770.80		\$38,824.92
Program Room closed				\$ -
Library Building Repairs(Capital Funds)				\$ 8,223.50
Planning & Design Grant (Matching Grant)				\$ 30,532.00
Total for other funds				\$167,364.61

Library Fines & Copies	3/18/2019	803.89	\$ 124.30	\$373.53	\$554.66
Revolving account	YTD Receipts	746.26			

Social Media Policy

Bancroft Memorial Library (BML) selects carefully chosen social media tools as an important enhancement to communication, collaboration and information exchange between BML staff, library users and the general public. BML recognizes that new tools will emerge which have useful application in the library setting; thus, this policy addresses social media in general.

Library social media offerings are intended to create a welcoming and inviting online space where library users will find useful and entertaining information. In some forums, users may be able interact with library staff and other library users.

"Social Media" refers to community created content sites like blogs, forums, YouTube, wikis, social networks, Instagram, Facebook and other content sharing sites. It includes:

- material created by the library and maintained by library staff
- material created by library staff on sites hosted and created by the library
- material created on other social media sites when acting as a library employee

When staff uses social media, behavior and content is not only a reflection of the staff member, but also of the Library. This policy complements, rather than overrides, any existing requirements that staff act professionally, respectfully and honestly.

If a staff member is about to publish something that makes him or her even the slightest bit uncomfortable, don't shrug it off and hit 'send.' Take a minute to review these guidelines and try to figure out what the issue is, and then fix it. If the staff member is still unsure, discuss it with a senior library assistant or the director.

Procedures

- Social Media accounts are only created by the Director. The names of pages or accounts should not be changed and should clearly represent BML.
- Decisions regarding new social media outlets are made by the Director.
- All content is reviewed and is subject to being edited or deleted by the Director or staff assigned to monitor social media site.
- Where possible, each social media page should clearly indicate that it is maintained by BML and should have BML contact information prominently displayed.
- Where possible, each social media page or profile should include an introductory statement about the page or profile.
- Where possible, social media pages should link to BML's official website and this social media policy.
- BML has no affiliation with any advertisements or other material posted by third party sites or software.

- User discussion and contribution on library social media sites is subject to the **Public Terms of Use** (see below). This shall be clearly indicated on the social media page that invites participation.
- Social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies.
 - Content is subject to public records laws.
 - Content shall be managed, stored, and retrieved to comply with open records laws and e-discovery laws and policies.

Staff Responsibilities

When representing BML via social media, staff should:

- Conduct themselves at all times as representatives of BML.
- Not make statements about patrons, or post, transmit, or otherwise disseminate confidential information.
- Not represent postings as official BML opinion or policy, unless this has been clearly approved by the Library Director.
- Not conduct political activities or personal business.
- Observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.

Public Terms of Use

By choosing to comment on BML Social Media sites, public users agree to these terms:

- Public users should have no expectation of privacy in posting on Library sponsored social media sites and by utilizing these sites, users consent to the Library's right to access, monitor and read any postings on the sites.
- Comments are moderated by BML staff, and BML has the sole discretion to not post or to remove comments that are inappropriate, advertisements, discriminatory, unlawful including copyright infringement, violate privacy, or are off topic.
- Persons who repeatedly violate these terms may be barred from further postings.
- BML's social media resources may be considered public records. If copies are requested the library will disclose the contents of its social media sites to the requestors.
- The library does not collect, maintain or otherwise use the personal information stored on any third party social media site in any way other than to communicate with users on that site.

Social Media Policy

I have read, understand, and agree to the Social Media Policy for Bancroft Memorial Library.

Print name

Signature

Date