**Bancroft Memorial Library Board of Trustees Meeting - January 24, 2018**

Present: Ann Fields, Director, Nancy Verdolino, and Frederick G. Oldfield, III. Absent: Katherine Wright

Meeting called to order at 6:50 p.m. No minutes to review. No public forum.

Discussion on the fire hydrant located in front of the library. No yellow line that states no parking. It would be better if fire hydrant was moved across the street. Cars are not allowed to park across the street from the library. There is a continued concern regarding lack of parking at the library. Ann will speak to Town Administrator, Steve Sette to see if library patrons can park in medical building parking lot.

Budget: We are on schedule. We may run over on other supplies due to cost of ink

cartridges which was previously included with the contract for the printer. Discussion on printer price per copy. We will monitor use of color printing.

February 2018 newsletter handed out. Friends of the Library have an local author night scheduled for February 7, 2018.

Display case: Public asked to display items for a 2 month period.

Holiday Chocolate Fest is cancelled due to not enough children interested.

Take Your Child to the Library Day is Saturday, February 3, 2018. There will be a

variety of animals at the library. Library will open at 1:00 p.m. instead of 10:00 a.m. on February 15, 2018 for a staff meeting.

Discussion of Community Summer Reading Program for all ages. Ann will present to the staff at their meeting on the 15th of February.

Motion made, accepted, and voted to use up to $1000 of State Aid money if we don’t get approval for the revolving account to cover costs of summer reading program that the Friends of Library won’t cover. Discussion of different programs to go along with summer reading program. Cultural Council gave money for 2 programs. Massachusetts Library Association is working on agreement to get books from other states. Discussion on having the Friends of the Library advertising for the library on social media etc. MBLC certification first of two awards in the amount of $3688.31.

Policy: Program Room Use, extended hours at next meeting. Circulation will change on May 31, 2018. It will be web based. Staff training will be done in May and June.

FY2018 Annual Report for Town done by Ann. Asked Ann to add training session’s staff has been participating in this past year.

FY2019 Budget: Salary 2% increase as told by the Town. Ann also presented the

budget which contained FY2017, FY2018, and proposed FY2019. Nicely done and very informative. New cleaning contract: the cost has doubled. MAR(Municipal Appropriations Requirement) to meet the State Aid requirement is

$268,770 for FY2019. We are over that so we are all set and should be fine to get our state aid. Next Meeting: Monday, February 12, 2018 @ 6:45 p.m. Meeting adjourned at 8:19 p.m. Respectfully submitted,

Frederick G. Oldfield III Acting Recording Secretary

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