

NORTH ADAMS PUBLIC LIBRARY
TRUSTEES MEETING
June 8, 2015

Present: Harris Elder, Hulda Jowett, Joan Owczarski, Donald Pecor, Rich Remsberg, Richard Taskin, Joseph Truskowski and Director Mindy Hackner

Guests: Claire LeMaire, NAPL Friends and Nicole Prokop, North Adams resident

Chairman Elder called the meeting to order at 3:10 p.m.

Upon motion made and duly seconded, the minutes of the April 13, 2015 meeting were approved.

Director's Report:

Director Hackner summarized the report that was provided to Trustees prior to the meeting (see attached).

In addition to items in her report, Director Hackner stated:

- The Mill Girl painting reception was well attended! Those in attendance enjoyed the evening. Feedback during the event and afterwards was very positive.
- The Strategic Planning process is moving forward. The committee has met. Another meeting is planned during July. It is anticipated that a draft of the plan will be submitted to Trustees at the August meeting.
- Employee evaluations will be performed in the near future. She reminded Trustees that she has been in her position for over a year and would also be due for an evaluation.

Chairman Harris stated that he (with one other Trustee) would perform her evaluation in the near future.

Upon motion made and duly seconded, the Director's Report was accepted.

Financial Report:

Director Hackner presented the status of this year's budget and Library Fund balances as of May 31st. Discussion focused on the negative amount in the "Pages" line item. Director Hackner stated that it was due to a classification issue from the past. In reality, the Library does not have pages. Combining the amounts in the "PT Clerical" and the "Pages" results in a positive variance of \$10,837.00.

Upon motion made and duly seconded, the Financial Report was approved.

Old Business:

None

New Business:

Specificity of meeting notices: Chairman Elder noted the importance of complying with Open Meeting Law regulations regarding posting of meeting notices and the need to include topics “and anticipated topics” for discussion in the posting. He asked Trustees and Director Hackner to provide him with topics for discussion prior to his required posting of the meeting notice (48 hours before the meeting).

It was also noted that the Attorney General’s guidelines as of March 2015 states:

“Although a public body **may consider** a topic that was not listed in the meeting notice if it was not anticipated, the Attorney General strongly encourages public bodies to postpone discussion and action on topics that **are controversial or may be of particular interest to the public** if the topic was not listed in the notice.”

Trustee Truskowski stated that while reviewing the updated OML guidelines he noted that meeting participation “remotely” is now allowed. The guidelines state:

“Remote participation may be used during a meeting of a public body if it has first been adopted by the chief executive officer of the municipality. If the chief executive officer in a municipality authorizes remote participation, that authorization applies to all public bodies in the municipality.”

“Permissible reasons for remote participation are: personal illness, personal disability, emergency, Military service or geographic distance.”

“The minimum requirements for remote participation are: a quorum must be physically present at the meeting location; all attendees and remote attendees must be clearly audible to each other; and all votes taken must be by roll call vote.”

Mr. Truskowski checked with the Mayor’s Office and was informed that remote participation has been authorized by Mayor Alcombright.

Comments by the NAPL Friends: Claire LeMaire stated the Friends are preparing for this year’s book sale and will be collecting books thru the middle of August.

Circulation statistics: Director Hackner reviewed circulation statistics (see attached) for April and May 2015. She noted a drop from April to May and also a drop of 3% from April 2015 versus April 2014. The Strategic Plan committee is reviewing the numbers, attempting to identify reasons (such as “e-books”, etc.) for the decline and will outline action steps to increase circulation in the future.

Open Forum:

North Adams City resident, Nicole Prokop stated she was interested in the Library and that there certainly is a lot going on in the Library. She suggested we attempt to improve “public awareness” of meetings and the minutes of the meetings. Director Hackner agreed with her observation and stated that in addition to required postings, future meetings would be posted in the Library and on the Library’s website. She also stated that the minutes of the Trustee’s meeting would be posted on the Library’s website.

There being no other comments or other business,

Upon motion made and duly seconded, it was voted to adjourn at 4:25 p.m.

Next Meeting: August 10, 2015 at 3:00 p.m.

Respectfully submitted,

Joseph Truskowski
Secretary