

BOARD OF TRUSTEES (BOT)
SANDWICH PUBLIC LIBRARY (SPL)
MINUTES FOR JULY 9, 2019

TOWN CLERK
TOWN OF SANDWICH

OCT 09 2019

G H W M A M
RECEIVED & RECORDED

Present: Chairman Mark Wiklund, Vice Chairman Joe Roche, Jeanie Vander Pyl, Christine Brown, Ted Scribner, Bill Wagner, Ann Shea and Library Director Joanne Lamothe

Absent: William Fleming and Katie Miller

Guest: Charlie Holden – Sandwich Selectman

The meeting was called to order at 7:03 p.m.

Review and Approval of Minutes from June 11, 2019 meeting

- BillW motioned to accept the June 11th minutes as corrected – JoeR seconded and all were in favor. Correction – Page 2 Item 1 Bullet 3 add “JoeR strongly supports (with consensus among the trustees) that the archives be housed at the library as it is considered a library department.”

Director’s Report

- Summer Reading – 540+ summer readers.
- 2019 Summer Events handout – A Universe of Stories
 - 7/10 – Adult Book Discussion “Rocket Girls”.
 - 7/10 – I Wan Jan Puppet Troupe.
 - 7/11,18 &25 – Summer of Shorts for teens.
 - 7/17 – Rainforest Reptiles
 - 7/19 – Sew Much Fun in Space.
 - 7/19 – Fly Me to the Moon for an Out of this World Dance Party.
 - 7/24 – “Getting the Love You Want” with Harville Hendrix & Helen LaKelley.
 - 7/24 – Science Tellers.
 - 7/30 – Author/Paper Engineer Robert Sabuda.
 - 7/31 – An Evening with Richard Russo.
 - 7/31 – ‘Fly In’ Movie Matinee.
 - 7/31 – Lisa Laddeo, author of “Three Women”.
 - 8/7 – Ice Cream Social and Puppet Show.
 - 8/8 – Good Mood, Good Food.
 - 8/14 – Adult Book Discussion “The Sparrow” by Mary Doria Russell.
 - 8/20 – Under the Big Top The Greatest Show in the Universe.
 - 8/21 – A Universe of Song with Sagit Zilberman.

- Friend's update –
 1. Patron Appreciation – week of 7/8.
 2. Hosted a booth at SandwichFest in an effort promote membership and visibility.
- FOSTA update –
 1. Hosted a booth at SandwichFest in an effort promote membership and visibility. Offered maps and cards for sale.
- A disbursement check for \$29,000 was deposited into the Weston town account.

Chairperson's Report

- Library Project Update –
 1. Charlie Holden – supports the library and considers it the focal point of the community.
 2. On 7/10 – focus meeting with the architects StudioMLA and David King. Architect fees to be paid from library improvement monies left over from the flooring project of approximately \$38,000.
 3. Timeline Schedule (by Bud Dunham) – Combined Senior Community Center, Library Renovation, Human Service Building Renovation Schedule (handout)
 - Late May to Early June – Meet with Respective Project Architects & Explain Proposed Timeline toward Fall 2019 STM.
 - July to August 2019 – Initial Building Project Feedback to Board of Selectmen.
 - September 12, 2019 – Final Conceptual Plans Approved by Selectmen: Project Cost Initial Projections & Funding Proposal to Selectmen.
 - September 26, 2019 – Cost Estimating Firm Projections to Selectmen for Each Project & Selectmen Final Decision(s) for STM.
 - October 2019 – Public Outreach on Recommended Building Plan & Funding.
 - October 21 or 28, 2019 – Special Town Meeting.
 4. MarkW Area and Tasks that need to be addressed (handout) –
 - Information needed –
 - Design features and rational
 - Design graphics
 - List of social media & online sites to post to
 - List of groups to present to
 - List of news organizations to reach out to

List of government committees we will need to interact with
Library utilization metrics
Financing structure
List of community influencers
Secure funding source for communications
What is COA plan?
Do we want to do SCATV?
Project communication calendar

- Content –

Elevator speech
Press release – what, who, how, when
Invitation to press for coverage
Handout/Flyer
Letters to Editor Endorsement
Letters to elists
PPT for presentations
T-shirts
Vote Yes signage for election day

- Prep for Comm –

Prep SPL website for new pages
Integrate with COA as necessary
Circulate and edit written material

- Internal Presentations –

Library Staff
FOL
FOSTA
COA
Town government

- Public Presentations –

Friday Club
Women's Club
Sandwich Arts Alliance
Chamber of Commerce
PTA
Info table at library events
Info table at Stop and Shop
Sandwich Cable Access TV

- Community Events –

- Guided tours
 - Open house
 - FOL event

- Trustee Outreach –

- Trustees reach out 20, plus 5
 - Door to door canvassing

- Formal Presentations –

- School Committee
 - Finance Committee
 - Board of Selectmen
 - Town Meeting

- MarkW (to do list) –

1. Form a committee group that will review and go over project progress.
2. All trustees to go over the handout to see what areas they can participate in and submit that info to Mark.

Meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Melinda Aguiar