

Minutes of the Richard Sugden Library
September 12, 2016

In attendance: Mary Baker-Wood, Library Director, Deborah Kirk, Children's Librarian,
Mary Anne Slack, Maryanne Gleason, Trustees, Lynn Dobson, Chair

- The meeting was called to order at 6:05 PM. Minutes of the August meeting were read and accepted
- Children's Librarian's Report:
- The Summer Reading Program was successful, with 156 children registered. 1,550 books were read. Attendance was lighter than usual. Parents will be surveyed to help determine how to improve participation in the future.
 - The STEAM grant will finish at the end of September. The librarians will continue to use the materials and to develop new programs. Six of the eight take-home kits are ready to be taken out. All grant funds have been spent.
 - Parents have been surveyed as to best times and days for fall programming
 - A Girl Scout troop requested to use the Community Room on a weekly basis. The request was denied because other programs cannot be accommodated when one group uses the space each week with the limited hours that the library is open.
- Library Director's Report:
- Mary Baker-Wood met with our new director, Cheryl Donahue. Cheryl will be coming in prior to her October 1st start date to meet the staff and the department heads and to attend the Librarian's Roundtable Meeting in Sturbridge. She will also spend time training with the director.
 - Work on the backup computer server was done.
 - There has been an increase in patron issues related to building safety.
 - Mary Baker-Wood and Denise Famosa attended the Spencer Cable Access Annual Food Drive. They brought library materials and connected with school administrators.
 - Mary Baker-Wood's last day will be on 9/29/16. She has agreed to make herself available to answer questions as needed.
 - The director met with the Highway Director, Steve Tyler, to review HVAC problems and make recommendations for needed repairs. Items that need attention are the outdoor AC units and boilers.
 - Improvements on the façade of the building may be suggested to Bay Path Vocational School as a student project with MHC and Spencer Historical Commission assisting.
 - Other building improvement needs include: Damage from ice dam in area above staff office, leaks and falling plaster in tower spiral staircase, installation of a stairway heater in the event of freezing temperatures.
 - The trustees thanked Mary Baker-Wood for her dedication and outstanding service to the library and the town of Spencer for the last 26 years.
- Meeting was adjourned at 7:20 PM. The next meeting was set for Monday, October 17th at 6 PM.