



## MEMORIAL HALL LIBRARY BOARD OF TRUSTEES MEETING AGENDA AND MINUTES

Meeting Date: Wednesday, April 8, 2015, 4pm

Minutes Approved: June 24, 2015

Location: Trustees Room, Memorial Hall Library, 2 N. Main St, Andover

---

### **Agenda --Trustees Meeting, April 8, 2015**

#### Minutes

- Approve February minutes (no regular March meeting)
- Approve minutes of Special Meeting, February 24, 2015

#### Treasurer's Report(s)

- Accept February and March Treasurer's report(s)

#### Public Comments

- None scheduled

#### Director's Update

- FY16 budget/budget process
- CIP FY17 – Memorial Hall windows

#### Assistant Director's Report

- Library Assistant II vacancy
- Landscape issues

#### Old Business

- Valuation of art work for insurance purposes
- Chandelier for Trustees Room

#### New Business

- Page scholarships (4)
- Trustees tea planning, including photograph of living trustees
  - Time to gather for photo
  - Arrangement of photo
  - No flowers necessary (Art in Bloom)

#### Adjournment

#### **Next meeting(s):**

May 27 Trustees Tea



## MEMORIAL HALL LIBRARY BOARD OF TRUSTEES MEETING AGENDA AND MINUTES

Meeting Date: Wednesday, April 8, 2015, 4pm

Minutes Approved: June 24, 2015

Location: Trustees Room, Memorial Hall Library, 2 N. Main St, Andover

---

### **Minutes - Trustees Meeting, April 8, 2015**

In attendance: Karen Herman, Beth Mazin, Susan Katzenstein, Larry Lamagna, John Hess, Mark Yanowitz, Anthony Straceski

The meeting was called to order by chairman Karen Herman.

No additions were made to the minutes of the prior meeting.

Approval of the February 24 special meeting regarding the roof deck project was approved by the Board of Trustees.

#### **Treasurer's Report**

Larry Lamagna presented the treasurers report.

The total current value of the portfolio is \$886,699.58. The total amount held in the checking account is \$77,543.28. The point was made that a large cash position will need to be maintained in order to pay for major projects such as the roof deck. Contributions for the page scholarship and MLA meeting will be included in the Trustee's budget. Mr. Lamagna also commented that we should be conservative in undertaking any expensive projects in the near future.

#### **Public comments**

None made.

#### **Directors Update**

Library director Beth Mazin noted that the library budget was passed by the Board of Selectmen. No changes were made in the roof deck proposal. We will need to start advocating for windows replacement project in the next fiscal year.

The current Library Assistant II in the Children's Room, Mary Beth Bevacqua, will be retiring after 25 years of service to Memorial Hall Library. Accordingly, the position was posted in February and interviews were initiated. 125 applicants applied. Of that number, 27 candidates had only a high school diploma, while most had bachelor's or masters degrees with additional experience as well. The excellent qualifications of the chosen candidate were circulated. Director Beth Mazin pointed out that this position is not entry-level, and required supervision of pages and aides, as well as programming and MVL experience. One of the town selectmen has focused on the fact that the original job description stated that only a high school diploma was necessary. A memorandum created by the director, in response to a request by the Town Manager, was circulated among the Trustees, describing changes in the education requirements of the Library Assistant II position. Several trustees expressed the



## MEMORIAL HALL LIBRARY BOARD OF TRUSTEES MEETING AGENDA AND MINUTES

Meeting Date: Wednesday, April 8, 2015, 4pm

Minutes Approved: June 24, 2015

Location: Trustees Room, Memorial Hall Library, 2 N. Main St, Andover

---

importance of having this position approved for the consent agenda during the upcoming selectmen's meeting on Monday. A decision was made to have Beth Mazin and one or more trustees discuss the importance of this position with the library liaison on the board of selectmen, Mary O'Donoghue. This discussion will need to take place soon, so that we can move forward with the hiring for this important Library Assistant II position. Karen will make the approach to Ms. O'Donoghue.

### **Assistant Director's Report**

Assistant Library Director Susan Katzenstein discussed the work of the landscape committee. Susan Katzenstein recently met with Samantha of Samantha's Gardens, discussing adding annuals to several containers plants. Sedum and other ground cover are being considered as an alternative to mulch. The landscape committee met with DPW chief and arborist Mark Fournier to discuss potential landscaping ideas for the north side of the library. Mr. Fournier will remove weeds and other unwanted groundcover without using herbicides. He will evaluate and prune the ailing horse chestnut tree.

Mark Yanowitz presented a preliminary plan for landscaping the north side of the building. A patio and retaining wall are being considered, as well as several other features to enhance the appeal of the area, which has a sloped topography. Partnering with Plant and Facilities might help us reduce the cost of this project.

Beth Mazin remarked that Mark Fournier is working on a recycling project at the library, doing a waste audit.

Mark Yanowitz volunteered his services to help get the north side project going.

### **Old Business**

Valuation of artwork for insurance purposes, and replacing the chandelier the trustees room were discussed. Karen Herman remarked that no new information or progress has been made on these topics since our last meeting. She has done some research on potential sources for a new chandelier, more appropriate to the history and architecture of the building.

### **New Business**

The excellent credentials of the page scholarship applicants were discussed. 4 scholarships will be awarded. The Annual Trustee Tea will take place in May. Plans were discussed for contacting all living trustees for a group photograph.

Chair Karen Herman discussed potential Library Trustees input in helping the selectmen with the choice of the new town manager. The trustees all feel that the new town manager should be a strong supporter of the public library system. The library has become an important institution in the town of Andover. Important personal characteristics of the town manager were discussed. The ability to choose



**MEMORIAL HALL LIBRARY BOARD OF TRUSTEES  
MEETING AGENDA AND MINUTES**

Meeting Date: Wednesday, April 8, 2015, 4pm

Minutes Approved: June 24, 2015

Location: Trustees Room, Memorial Hall Library, 2 N. Main St, Andover

---

qualified department heads, allow them to do their jobs effectively, approachability, team building, and a kind nature were all considered important personal characteristics.

The meeting was then adjourned.

Respectfully submitted,  
Anthony Straceski