

**LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING  
March 12, 2024  
Community Room  
6:30 PM  
MINUTES**

1. Meeting Call To Order

Peg Higgins, Ward 1  
Candy Bailey, Ward 3  
Kathy Noble, Ward 4  
Pam Hubbard, Ward 5  
Bruce Jolin, Ward 6  
Nat Goodspeed, City Manager's Designee  
Marie LeJeune, Library Director  
Katherine Parker-Wright, Patron Services Supervisor

Not Present  
Samantha Gee, Ward 2

2. Acceptance of the Minutes of the February 13, 2024 Regular Meeting  
PamH motioned to accept with corrections, CB2. Minutes were accepted unanimously.

3. Treasurer's Report  
Trust Fund monies are being spent. Line item transfer will be done from the Electric to the Heating.

4. Communications From the Library Director

- a. Library bags with new logo.  
Library Bags with New Logo are here. They are being sold for \$3.00 each.
- b. Envisionware Gates  
The gates are currently about 10 years old. The Library received a letter stating that the doors are coming to an end of life. It will be about \$21,000 to replace them.
- c. People count report.  
At the last meeting Bruce inquired about patron numbers. Marie handed out a sheet with the numbers from March of 2022 through March of 2023 and March of 2023 through March of 2024 and the number of patrons is up quite a bit 2023/2024 from 2022/2024.

5. Old Business

- a. Upcoming Koha Training  
Koha training will be taking place next week. Tuesday will concentrate on Tech Services. Wednesday the library will be closed to the public. The staff will be running through the program checking out books, fines and issuing new patron cards. Thursday will be a question and answer session, running reports, etc. There will be a debrief in the afternoon.  
On April 15, the library will be fully transitioned to Koha.

6. New Business

a. Policy Updates regarding Koha Implementation

The Circulation Policy was spotty but since Koha will be implemented, the Library needs to update this policy. NG moved to have Marie draft a new Circulation Policy with PamH2. This new policy will be discussed at a future meeting.

7. Other

a. There is currently a Reading Challenge taking place between Dover and Rochester Libraries. Minutes can be logged on Beanstack or there is a sheet available at the Main Desk.

b. Candy mentioned the Library having a staff member become a Notary. This will be looked into further.

8. Adjourn

PamH motioned to adjourn the meeting, CB2. Vote was unanimous to adjourn the meeting.

Meeting was adjourned at 7:31 PM.

Next meeting will be April 9, 2024 at 6:30 PM in the Community Room