

**LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**September 18,2018**  
**Rose Room**  
**6:00 pm**

*Meeting called to order at 6:00 pm.*

Attending: Pam Hubbard, Nick Bellows, Steve Maimes, Brian Sylvester, Candy Bailey

Meeting minutes of the May 15, 2018 regular meeting and June 19, 2018 Adjunct meeting approved. ( N.B/ 2<sup>nd</sup> S.M.)

Treasurer's report presented. Brian Sylvester reviewed YTD expenditures.

Friends of Library Report- Candy reviewed RFPL news: 2 events are planned; planning is ongoing for donation campaign

Communication from Library Director-

Building & Grounds- new book drop is in; snowplow will not be able to hit it. A ramp needs to be built in order for staff to be able to gather books.

Security updates- Police will attend next trustees meeting; cameras will be updated; wiring needs to be completed. Early October installation is anticipated.

125<sup>th</sup> Anniversary- Brian presented a history of the library at the Rochester Historical Society; January is the official anniversary of the opening of the library. Some sort of celebration will be planned.

Summer Reading Program- The theme was "Libraries Rock". The program was a great success. Over the six-week period 123 reading logs were turned in.

Personnel- Staff are doing well covering temporary shortages due to maternity leave and an employee moving.

IT updates- a new version of Millenium will be integrated into the library system. Training for the staff will be on October 9. The library will be closed to patrons on that day. Computers are in the process of being replaced. This started with a new machine at the circulation desk.

Upcoming programs were presented.

Old Business

No old business

New Business

Hopkinton library- after the fire that destroyed much of the library neighboring libraries have issued library cards to patrons; the library is no longer accepting books

Debt collection policy revision- There is a loophole in the debt collection policy concerning the ability of a patron who owes the library for missing books to get a library card in another family member's name. Motion to change the policy so that this is not possible. ( P.H./2<sup>nd</sup> S.M.)

None Public

Not necessary

Other

Discussion about annual goal setting and developing a strategic plan; this will continue to be revisited.

Adjourn ( N.B/2<sup>nd</sup> S.M.)