

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING**

October 16th, 2018

Rose Room

6:00 P.M.

MINUTES

1. Meeting Call to Order at 5:57 PM:
Pam Hubbard, Candy Bailey, Nick Bellows, Lori Chick, Steve Maimes, Nat Goodspeed and Brian Sylvester, Director.
2. Guests: Lt. Andrew Swanberry and Officer Kyle Danie, RPD
No-trespass handling is being streamlined: can be issued using a call number rather than an offense number, cuts down on internal paperwork. There's a legal difference between issuing a no-trespass in a public place vs. a private place. Assault (e.g.) would still require offense form and interviews and such, but no-trespass is being simplified.
NG: Could we simplify internal Library form?
BS: Yes, looks like we can eliminate one of our two forms right away – the one with the narrative section, leaving the simpler one with checkboxes.
3. Acceptance of the Minutes of the September 18th 2018 Regular Meeting: CB1, NB2, accepted.
4. Treasurer's Report
Shorter Revenue Report; it's an expense report form, so income is shown as negative. Revenues are down year/year, consistent with foot traffic reduction.
Might be worth computing what % of tax revenue goes to Library usage? Should we adjust non-resident fee accordingly?
NB: For what it's worth, per capita is about \$40.
Collection agency: it's difficult to evaluate the savings, because most of the savings is in avoiding spending the replacement cost of materials that were overdue but then were returned due to agency action.
PH: Has the Library's electric bill increased? Residential rates certainly have.
5. Friends of the Library Report
Anita Shannon is stepping down as Treasurer, looking for replacement. Would it be appropriate for a Trustee to fill that role?
Brian will try to research whether there's guidance available.
Book Clubs are doing well. Adult Coloring program, not so well. Committed through January, but may put on hold depending on attendance. Annual campaign scheduled for February. Events committee is collaborating with the Wolfeboro Wright Museum to come and do a presentation about WWII posters. Next meeting will be November 5th. Next basket will be the Festival of Trees for Christmas – opted not to do a Halloween basket. Wild Willy's is doing the Pickle Barrel fundraiser October through December. We don't have numbers for the Hannaford recyclable bags.
6. Communications from the Library Director
 - a. Buildings and Grounds updates
Carpet tiles installed in Fire Department didn't work well: they peel up at the edges, causing a tripping hazard. Mike Riley wrangling with vendor. Carpeting project is going back out to bid, reverting to broad cloth, which is what we wanted in the first place. Brian picked out a color. Original stairwell carpet may or may not be part of this project, so trying to match that. All the second floor (first) and first floor (second); will be hugely disruptive. Want to close for the minimum length of time, but will have to close during the first-floor work. Mike wants to do at least one floor by end of calendar year.

Need a ramp for the book cart to get to the book drop bin.

b. RMFA Art displays

Article in Foster's: there was some damage to art work in the Community Center from an angry student who was asked to leave. RMFA has pulled a lot of their material from Community Center. They've rotated their displays here accordingly.

c. Electronic Time Keeping

The program has started. They want the Library to go live on October 29th; it's a browser-based system, so no new hardware. Requires two-step auth every login, in other words 4x per day per staff member.

d. IT updates

i. Sierra Migration

(Sierra is the successor to the Millennium tracking system.) Went well. A few more modules will be installed over the next few weeks, including e-commerce letting people pay fines by credit card (via PayPal). Question: who pays the 2.2% fee? Trustees feel it should be charged to patron: credit card is a convenience, not a requirement.

ii. Cabling project

New cables: 16 parts of the building had 45 new cables put in. New cables are for new cameras and new wireless access points.

Camera system project moving along, 4 new cameras put in today, 3 more Friday. New server supposed to go live today.

New wireless access points order is in, expected next month.

e. Upcoming programs: see agenda attachment

7. Old Business

a. None

8. New Business

a. FY18 Goals Review / FY19 Goal Setting

Brian shared 2018 goals and proposed 2019 goals. New web site scheduled to go live in December. Special collections room could become a work room, once cleaned out.

Suggestion to schedule an event, like 125th anniversary, every year or every other year.

Rochester's 300th anniversary is coming up in 2023. The present Library building was opened in 1995 or 1996, so 25-year anniversary would be in 2020 or 2021. Also, independently or in conjunction, could celebrate local authors.

b. Manchester City Library fine structure

Manchester Library eliminated fines in children's room and teen room. Staff are not in favor of doing that here. Discussion ensued. Brian will try to set up a meeting with someone from Manchester to hear what they have to say, perhaps a Monday evening.

9. Nonpublic Session Per 91-A: 3 II (a), (c), (d) and 91-A: 2 I (b), (c)

None

10. Other

Discussion of Christmas holiday schedule.

LC: NHLTA meeting October 11th, 16 attendees from 10 communities. Most said they have very strong Friends groups. Lots of ideas floated about ways to increase community engagement.

11. Adjourn: NB1, CB2, adjourned at 7:51 PM.

Next meeting will be November 20th at 6:00 PM.