

**LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**December 12<sup>th</sup>, 2018**  
**Conference Room, City Hall Council Chambers**  
**6:00 P.M.**  
**MINUTES**

1. Meeting Call to Order at 6:01 PM:  
Pam Hubbard, Candy Bailey, Nick Bellows, Bruce Jolin, Steve Maimes, Nat Goodspeed and Brian Sylvester, Director. Also present: Blaine Cox, City Manager.
2. Acceptance of the Minutes of the November 20<sup>th</sup> 2018 Regular Meeting: NB1, CB2, accepted.
3. Guest: Blaine Cox, City Manager:
  - a. Occasional contact  
Blaine asked if a few times a year he can check in at one of our Board meetings. Unanimous agreement.
  - b. East Rochester Library  
Blaine attended their Open House recently. Met John MacLean and his wife, who seem re-energized to try to increase the activity at the East Rochester Library. Feels as though we're starting off on a new, positive relationship with the East Rochester Library. Might there be some synergy with our Library? He suggested they contact him about letting them use the City's PR firm. He also offered to get them on the speaking agenda for the Rotary Club.  
SM: We could put up a poster or something too.
  - c. Capital Improvements Plan Strategic Planning  
The City has a lot of aging facilities. Blaine is bringing in an outside consultant to evaluate the condition – and usage – of City buildings, e.g. the Community Center. Rochester needs to invest money in some of our buildings. The Library should consider projects we might want to add into any such wave of improvements.
  - d. Collective Bargaining  
First meeting scheduled for Friday, but heard today it will be postponed. Please bring any questions about the process.
  - e. IT Organization  
New Chief Information Officer, Sonja Gonzalez. IT staffing changes are not unique to the Library.
  - f. Winter Storm Closing procedures  
Why does the Library close at different times than the City? Because the Library operates under the authority of the Library Trustees. What criteria does the Library use to decide to close the Library for inclement weather?  
Pretty much the same as with the school system. If the schools are closed, that's a definite. Otherwise, if a storm is coming and will increase in severity, it affects the staff who would be arriving later. We close if Channel 9 says that some other library is closing. In a snowstorm, people aren't going to the Library to borrow a book.  
BS: I've provided a sheet with criteria I use. When the National Weather Service escalates to a Winter Storm Warning, that's definite. Also if instructed by the Trustees or by Blaine.

4. Treasurer's Report

YTD expense report this month, not the longer Treasurer's Report due to computer issues. Nothing extraordinary, more or less where we should be for December: 52.6% through the fiscal year. Salary & Benefits tracking where we should, a little ahead on part-time.

5. Friends of the Library Report

Hitting a couple hiccups. Peggy Higgins and Anita Shannon are both stepping down in March, but their by-laws mandate 3 officers by to continue functioning, and they've been having trouble filling the roles. Library Staff shouldn't be filling them. They did have their Poster Event, which made the Boston Globe (and AP). Only now Brian is being contacted by people who want to sell him a plaque of the news coverage.

6. Communications from the Library Director

a. Buildings and Grounds updates

Non-slip coating has been applied to the platform on which the book drop now sits – there have been two falls, both staff. Still waiting for the ramp to be installed, which would help avoid future falls as well. Carpeting vendor has been selected; they're manufacturing the required carpet now. Mike Riley hopes for January, but seems ambitious. But temporary storage for books that require moving is on the Library, and it's not yet clear how to pay for it. Brian will contact other libraries to see about borrowing or renting or purchasing used. It was also noted that performing the work incrementally would reduce the demand for temporary storage. It was suggested that the Children's Room be recarpeted in January, but the other two floors be deferred until summer. Nothing is definite yet.

b. Electronic Time Keeping

Library is going to be using the system's "Flex Time" feature, which bypasses comparing start/end times against a fixed schedule. Time clock has largely mitigated the browser authentication problems. Brian will let the Trustees know when the system goes live, probably another four or five pay periods from now.

c. IT updates

i. eCommerce (online credit card payments)

Tech difficulties on the Innovative side: Sierra talking to PayPal. This is not yet urgent, but may call for Trustee escalation if it continues for another month.

ii. Email migration

Hiccups here too: City email server accounts have been set up, but staff can't yet access them, for reasons that aren't yet clear.

d. Upcoming programs: see agenda attachment

7. Old Business

a. Security Cameras

Training yesterday morning; Brian surfaced the issues we've been having, so they installed a "thick client" program on each of the three new computers connected to the City network, instead of depending on the browser interface. But the client hasn't yet been configured to actually access the relevant camera server. Supposed to be working by this Friday. City IT is responsive to the issues. One camera wasn't working, but they were able to resurrect it. Staff does have access to the recordings, e.g. to export video to police or print a picture or whatnot, even though the system is not yet smooth.

b. Juvenile fines

Meeting scheduled for next week to discuss the Read-Off program proposal.

8. New Business

a. None

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

None

10. Other

a. In examining existing carpet in the older sections of the Library, it was found that some of the wooden floor beneath is in bad shape. Planning to put a new sub-floor in such places while the carpets are taken up.

b. Hoopla is the only other catalog (besides OverDrive) that the Library currently uses – can we integrate Library online catalog with Hoopla's so patrons don't have to remember to perform two separate searches? Brian will file a ticket with Innovative, the Sierra vendor.

c. It was suggested that we consider sending an email newsletter of upcoming events.

11. Adjourn: NB1, CB2, adjourned at 7:36 PM.

Next meeting will be January 15<sup>th</sup> at 6:00 PM.