

**LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**March 19<sup>th</sup>, 2019**  
**Rose Room**  
**6:00 P.M.**  
**MINUTES**

1. Meeting Call to Order at 5:57 PM:  
Pam Hubbard, Lori Chick, Nick Bellows, Bruce Jolin, Steve Maimes, Nat Goodspeed and Brian Sylvester, Director.
2. Acceptance of the Minutes of the February 19<sup>th</sup> Regular Meeting: LC1, SM2, accepted.
3. Treasurer's Report  
Brought in about 49% of anticipated, vs. 57% last year.  
Expenses tracking about as expected. Office supplies & children's supplies expended, necessitating some category migration.  
NB: Which line is fines & fees revenue?  
BS: I'll have to add that manually. They've been going directly into the special account.  
SM: Library registration goes where?  
BS: That goes to the City's general fund, as do the coin-operated photocopier machines.
4. Friends of the Library Report
  - a. Meeting Monday March 4<sup>th</sup> with new president, Barbara Graham.
  - b. Request from the Children's Room to purchase some Lego kits; they've been very popular.
  - c. Events committee: Fabergé eggs next week, the 24<sup>th</sup>, paid by NH Humanities: will pay for 2 events per year (except for mileage)
  - d. Old business: fundraisers: most popular raffle is Mother's Day. This year's will be baking/cooking, mother's pampering/spa, on May 11, just before Mother's Day. Also that day will be the Sweet Art baking competition, in the Community Room. Looking to sell 100 tickets, which we did last year and is a manageable crowd.
  - e. New business: Library Week in April, lunch for the staff – what day?
  - f. Next meeting April 1<sup>st</sup>, sign-up for the Library Week lunch
  - g. May 4<sup>th</sup>: Comic Book day photo booth
5. Communications from the Library Director
  - a. Buildings and Grounds updates
    - i. Notice bright signs asking people not to lean on the stacks – on the new carpet, even a small amount of pressure causes the whole unit to move alarmingly. Hardware has been tightened, but Brian wants to add tie struts running the whole length of the room, about \$700 in parts; he believes he can fund that from existing budget. Not yet clear how to anchor to the wall. Also will take ~8 weeks to deliver. May use 2x4s in the interim. These shelf units are inherently unstable by design. Aesthetics of the bracing will be something of a concern; will experiment with decorating.
    - ii. Roof leaks still an issue, but that's been a longstanding problem.

- iii. In course of carpeting project, IT discovered some wiring snarls at the Circulation Desk, and added a floor outlet box, but it's right beside one of the chairs – not yet a permanent fix. Maybe move part of Circulation Desk over a few inches? Asking tie strut vendor, who supplied the Circulation Desk in the first place.
- b. Electronic Time and Attendance  
Went “live” on Monday, but running in parallel with paper time sheets for now. Sending supervisors for additional training for (e.g.) authorizing vacations and such. Also, a few times the time clock prevented punching in because it went into “updating” status.
- c. Homeless Outreach program in Manchester  
“Eight hours of content delivered in two hours.” Brian is suggesting that Ryan Dowd, the speaker, be brought in for City-wide training.
- d. IT updates
  - i. eCommerce/PayPal  
Trying to activate through Sierra. Need additional configuration that vendor has not (yet) done. Soft target of April 1<sup>st</sup>.
  - ii. SMS Alerts  
Same situation.
- e. Circulation statistics: Brian presented
- f. Upcoming programs: see agenda attachment
- 6. Old Business
  - a. Election of 2019 Officer: Secretary  
NG continue as Secretary: NB1, LC2, unanimous
- 7. New Business
  - a. SM: Was there a press release about the new web site?  
BS: Not yet.
  - b. NB: Summer read-off?  
BS: Communications troubles have obstructed planning so far.
  - c. NB: Urban meeting: eliminating fines?  
BS: Will call my contact again.
- 8. Nonpublic Session Per 91-A: 3 II (a), (c), (d) and 91-A: 2 I (b), (c)  
None
- 9. Other  
Next Rochester Reads meeting is April 2<sup>nd</sup> at 2:30 at Bud Carlson Academy.
- 10. Adjourn: SM1, BJ2, adjourned at 6:48 PM.  
Next meeting will be April 16<sup>th</sup> at 6:00 PM.