

**LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**April 16<sup>th</sup>, 2019**  
**Rose Room**  
**6:00 P.M.**  
**MINUTES**

1. Meeting Call to Order at 5:58 PM:  
Candy Bailey, Lori Chick, Nick Bellows, Bruce Jolin, Steve Maimes, Nat Goodspeed and Brian Sylvester, Director.
2. Acceptance of the Minutes of the March 19<sup>th</sup> 2019 Regular Meeting: CB1, BJ2, accepted.  
Correction: 4c: Friends of the Library Report, events committee, Fabergé eggs are the 28<sup>th</sup>.
3. Treasurer's Report  
Special Account a bit lower than desired for this point in the year. Brian will try to spend from trusts to the extent possible over the next 4-5 weeks.  
'Overtime – Regular' line item is a bit higher than previously due to the new electronic timekeeping: people routinely work a few minutes beyond schedule shift, but always used to write down normal end of shift. Now it's exact.  
Staff Development: Brian is going to NH Library Association conference in May.  
Lease Copier/Printers being adjusted citywide to actual costs.  
Printing and Binding is at 99% due to order last week.  
Office Supplies being funded by Processing Supplies at this point in the year.
4. Friends of the Library Report  
Lori did not attend, but Candy did.  
Fabergé egg event was marred only by a little AV glitch at the beginning. Event well-attended: about 25 people. NH Humanities underwrote speaker Marina Forbes. Evaluation sheets were uniformly positive.  
Comic Book Day coming up May 4<sup>th</sup>, also Sweet Art the 11<sup>th</sup>. Two raffle baskets: Mother's Day and Baking themed, both on May 11<sup>th</sup>. August will see Night Out and Pride Day.
5. Communications from the Library Director
  - a. NHLA conference May 9-10  
Brian will be on vacation the first part of that week, so the whole week off.
  - b. Buildings and Grounds update  
Major repair in downstairs bathroom due to split in gutter drainage pipe.  
Flagpole should be fixed sometime soon: flag is too big! Will contact John Roesse, who donated the flag.  
Want to expand the no-slip coating on the book drop footing.
  - c. Electronic Time and Attendance  
Still running in parallel with old system. Finding various issues, e.g. login verification via 2-factor authentication: first alternate factor you enter becomes the mandatory choice going forward.  
Some tasks must be completed after computer shutdown, yet clocking out requires the computer to be running – HR discussing.
  - d. IT updates

Brian typed up a memo about a recent meeting with Sonja Gonzales.  
Replacing outdated public computer hardware with laptops.  
Also have to accelerate updates to other computers due to end-of-life of Windows 7.

- e. Upcoming programs: see agenda attachment

## 6. Old Business

- a. FY20 Budget update

Will be presented to City Council tonight. Brian will present on April 30<sup>th</sup>. Will be a second meeting on May 14<sup>th</sup>, but the Library doesn't have any capital budget requests this year.

- b. Portsmouth fine-free policy

Turns out that there is a population afraid of patronizing the library for fear of racking up fines.

Portsmouth did away with late fees, but still charges for lost books and damaged books.

Also still true that you can't check out additional books with items overdue.

CB: Portsmouth said fines revenue was about 1.5%, but for us isn't it over 5%?

At our next meeting Brian will have an updated proposal and potential sponsor letter.

## 7. New Business

- a. FY19 goals review

Sierra migration: yes. No data loss, one day of downtime.

New website: yes. SM: visitor statistics? BS: We have the ability, haven't looked.

Friends: yes. Collaboration with the Wright Museum exemplifies the partnership.

YA: yes. New shelf unit was added during carpeting project.

Special collections room cleanup: yes.

Children's Room reading program software: yes, Beanstack.

Roving staff: yes, 12-15 walkthroughs per week.

Electronic timekeeping: growing pains, but expecting to cut over by end of fiscal year.

- b. Fine read-off

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

None

## 9. Other

Meeting with East Rochester Saturday morning at 10:00 AM in Community Room.

Press release went out for new website. Didn't mention upgraded WiFi though; could post that on Facebook or something.

Bruce attended new Library Trustee orientation – well-attended. Will attend regional meeting in Epsom tomorrow evening.

## 10. Adjourn: SM1, CB2, adjourned at 6:48 PM.

Next meeting will be May 21<sup>st</sup> at 6:00 PM.