

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
October 15th, 2019
Rose Room, 6:00 P.M.
MINUTES

1. Meeting Call to Order at 6:03 PM:
Nick Bellows, Bruce Jolin, Steve Maimes, Candy Bailey, Nat Goodspeed and Brian Sylvester, Director.
2. Acceptance of the Minutes of the September 17th 2019 Regular Meeting: SM1, BJ2, accepted.
3. Treasurer's Report
Brian will investigate why certain line items seem to have negative encumbrance and update us. No other remarkable items. Finance Committee informed Brian that they have received a large heating bill for the Library; we will probably run into the red this winter.
SM: Why do you say we are paying too much in salaries?
BS: It's on the order of 1% to 1.5% – a side effect of the new timekeeping system. Most of it is extra shifts for when different people are out on vacation, etc.
Discussion of staffing resource constraints. No solutions emerged.
4. Friends of the Library Report
Brian chaired the last Friends meeting. The body voted to appropriate \$50 to improve the shelf on the first floor, including a donation of an electronic picture frame. Appropriated up to \$300 to support a family in need at Christmastime. There's an event on November 18th: Steve Taylor speaking on New Hampshire poor.
5. Communications from the Library Director
 - a. Circulation statistics: Brian presented a statistical breakdown with pie charts.
 - b. City purchasing policy change
New Deputy City Manager changed policy: Brian can now approve up to \$5000, must put out for bid for \$15,000 or over.
 - c. Community Room upgrades
Purchased a new chair dolly. Might be a bit fragile for intended usage. Two of three vendors responded with a quote for ceiling projector system; in conversation with a couple other vendors. Optimistic that budget will also cover new blinds.
 - d. Emerging Technology Specialist
Personnel Advisory Board and Finance Committee have approved the requisition, moving to the full Council. HR is permitting Brian to advertise for the position.
 - e. Upcoming programs: see agenda attachment
The Fire Truck day will include an actual visit from a fire truck.
6. Old Business
 - a. Proposed IT changes
Dan White brought over a new computer of the sort City IT proposes to introduce, but it wasn't talking with any of the existing equipment such as security gates, so he had to remove it again. Brian is moving Staff Development Day from November 1 to sometime in December; might or might not still be good timing for computer cutover.

7. New Business
 - a. Library Salary lines and hours of operation
8. Nonpublic Session Per 91-A: 3 II (a), (c), (d) and 91-A: 2 I (b), (c)
None
9. Other

CB: What if we spotlight the people who work in the Library? In school, in the paper, on the web site.

SM: We could highlight some of the very nice artwork that people have done, or Children's Room events.

BJ: It personalizes the Library, in a way.

NB: Do they still run City Manager's Corner?

BS: I'll find out.

NB: Do we, as Trustees, have a 3-5 year plan? (Discussion ensued.)

SM: The NHLTA web site has guidance on setting a long-range plan.

NB: So does the ALA.
10. Adjourn: NB1, BJ2, adjourned at 7:07 PM.
Next meeting will be November 19th at 6:00 PM.