

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

1. Meeting Call to Order at 5:57 PM:  
Pam Hubbard, Nick Bellows, Bruce Jolin, Lori Chick, Steve Maimes, Nat Goodspeed and Brian Sylvester, Director.
2. Acceptance of the Minutes of the October 15<sup>th</sup> 2019 Regular Meeting: BJ1, SM2, accepted.
3. Treasurer's Report  
YTD Expense Report:  
negative encumbrances: July 2019 purchase orders were accidentally posted to period 12 instead of period 1. Totals are correct; finance office is ignoring it; will correct itself in June. Total for salary is tracking exactly on budget.  
Each item showing 100% used means it's encumbered already.  
Workers' Comp and Disability insurance about to go up, we don't yet know by how much.  
Revenue report coming in December.
4. Friends of the Library Report  
Brian is the permanent staff liaison for now, so he attended. The Treasurer has stepped down, but a new one has volunteered.  
There will be a table at the Festival of Trees at Studley's with Christmas baskets.  
Buying more canvas Friends bags to sell.
5. Communications from the Library Director
  - a. MUNIS updates  
MUNIS is the financial software for the whole City: finance and payroll. Upgraded from .1 to .10 yesterday; Brian and his staff are ironing out new procedures (new pathways to the same information). Brian anticipates some growing pains, but only two people access this system – no one else is affected.
  - b. Community Room upgrades update  
Putting out to bid for ceiling projector with speakers. Bids are coming in low enough to hope that we can replace the blinds as well. Chair dollies are in place; hoping for a table dolly as well.
  - c. Emerging Technology Specialist update  
Meeting Monday with staff to review expectations for the role. Hoping for two evenings a week, one working at Circulation, the other doing drop-in tech support. Ads have been out for most of a month; applications review will begin shortly. Looking for an Associate's degree in some IT-related field. Hoping to hire by first of year.
  - d. Personnel  
A longtime Library page has left to join a company making cigar-box guitars. Not filling his position immediately; he was only 10 hours a week.
  - e. Upcoming programs: see agenda attachment
6. Old Business

- a. IT changes  
Dan White will make second attempt to migrate the security gates to the new network on November 27<sup>th</sup> – a light traffic day because it's the day before Thanksgiving.
  - b. Library salary lines and hours of operation  
Goal: have coverage of at least 5 public-facing people at all times the Library is open.  
Library is open 61 hours per week; nominally need 317 hours of coverage. But roughly 50 hours every week are paid time off, so other people keep getting pulled to do desk shifts.  
With Kronos, this is more visible, and City HR is concerned. Brian will discuss with City Manager.
  - c. Long term planning  
Motion: NB1: Form a subcommittee to study the feasibility and look into potential processes to develop a strategic plan. BJ2. 5 ayes, 1 abstention. Chair nominates Bruce, Nick, Nat; other subcommittee members TBD. Goal is to bring next steps to January meeting.
7. New Business
- a. FY21 Budget  
Trustees support Brian's Issues & Options to request additional staff hours and to replace the microfilm reader. Trustees recommend extending fine revenue mitigation proposal to cover materials replacement costs as well.  
Trustees request an Issues & Options for a position to more directly support Library IT.
8. Nonpublic Session Per 91-A: 3 II (a), (c), (d) and 91-A: 2 I (b), (c)  
None
9. Other  
PH: Treats for Library Staff for December. Pam will bring cheese, crackers, veggies and dip on December 20<sup>th</sup>. Lori will bring sweets on Monday the 23<sup>rd</sup>.
10. Adjourn: NB1, LC2, adjourned at 8:07 PM.  
Next meeting will be December 17<sup>th</sup> at 6:00 PM.