

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
November 15th, 2016
Rose Room
6:00 P.M.
MINUTES

1. Meeting Call to Order at 5:54 PM:
Natalie Wensley, Lori Chick, Steve Maimes, John Roese, Nat Goodspeed and Brian Sylvester, Director.
2. Acceptance of the Minutes of the October 18th, 2016 meeting: LC1, NW2, accepted.
3. Treasurer's Report
Library registration fees tracking on target.
Less revenue than expected from copying charges; may be due to fee increase.
No donations this year - \$1000 is just a placeholder for the Finance Office.
Staff Development is down to \$48.74 for the rest of the year, but that was because funds were used for another line item.
Over budget for property liability insurance, but Brian has no control over that.
Only 19% of anticipated spending for processing supplies, e.g. book covers, stickers, bar codes.
4. Communications from the Library Director
 - a. Very productive meeting with incoming Chief of Police. During Staff Development Day, Brian heard a lot of complaints about possible drug problems in the parking lot and in the building. Requested increased police visibility. We should write a note of thanks for the police department's responsiveness. Library is within a thousand feet of the William Allen School, so included within their safety zone.
 - b. Buildings and Grounds update
 - i. The Revenue Building flagpole has been taken down, is being cleaned up and painted, will be installed in front of the Library. Plan is to illuminate flag so it can be left up 24 hours.
 - ii. Roof shingles have been redone, the slate not yet. Supposed to be done before winter.
 - iii. Small chain-link fence between Library and the church isn't as functional as intended. Brian will meet with Mike Riley and the church to see about replacing that fence.
 - c. Personnel update
Rindy Howard has retired. Two interviews scheduled for this coming week, a third possible. Senior person is Sarah. NW will send Rindy a retirement card.
Beth has been out on medical since end of October, earliest estimated return the 28th. NW will send a card to her too.
Opening for a page in the children's room, 15 hours/week – Kelly stepping down.
 - d. Upcoming events
UNH Cooperative Extension 'Pickling 101'
November 30th: the movie Spotlight
December 3rd: how to cook a healthy holiday feast
 - e. Hoopla launch

Soft launch was Monday 11/14, official launch on 12/5.

Hoopla allows simultaneous use! Addresses #1 complaint about Overdrive.

But Hoopla charges per item, with rates that vary per item. Can't know how much we'll spend per month. Audio books are most expensive item.

5. Old Business

- a. None

6. New Business

a. Sign and building directory

- i. Matt Wyatt wants lettering on the doors, vinyl lettering that attaches to glass, mentioning the museum display. Brian wants signs to direct to other library facilities as well. Matt to do installation.
- ii. Illuminated sign out front: Brian spoke with Mike Riley about reusing the foundation for present sign if he was to replace the sign. No indication of how to reach parking lot. No objections to Brian investigating.

b. Review emergency closing policy

With staff at a low ebb, might have to close early at times during the next few weeks. As we go into winter, might be invoking policy at times for snow days.

c. Trustee holiday treats for staff

Friday 12/23: will close early, and will remain closed on Saturday 12/24.

Pam requested that we bring treats, say on 12/21. Pam bringing cheese & crackers; JR bringing fruits; LC bringing desserts.

d. Friends meeting report from LC

- i. Putting together a raffle basket for Christmas, will go out for display next week.
- ii. Table at the Festival of Trees at Studley's on 12/3, LC will be there from 6-8. Will have Friends library bags, some crafts, memberships.
- iii. Friends will purchase a new end cap for downstairs.
- iv. Friends requesting trustees for fundraiser like Barrington's Just Desserts, say in the Community Room. Concern about food in a carpeted room. Probably on a Saturday; not during normally-closed hours. Public can come in 1-3 to sample – need permit to serve food?
BS: assume it's like a bake sale.
LC: Barrington sold tickets for \$5 apiece. Maybe schedule for February, with a snow date. Is that feasible?
BS: Custodian would be fine with cleaning the floor.
SM: Private event in the public library?
BS: Library isn't sponsoring.
LC: Looking into businesses with sponsoring programs. Peg has been very pro-active. Forming a library co-op with Friends from other communities.
- v. Friends meetings are usually first Monday of the month, next one 12/5, at 6:00 PM in the Community Room. Some months have to pull out extra chairs. Seems to have a lot of interest.
- vi. Katherine is still the library liaison; Brian tries to switch off with her.

7. Nonpublic Session Per 91-A: 3 II (a), (c), (d) and 91-A: 2 I (b), (c)
NTR
8. Other
NTR
9. Adjourn: NW1, LC2, adjourned at 6:34 PM.
Next meeting December 13th.