

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
December 13th, 2016
Library Administrative Office
6:00 P.M.
MINUTES

1. Meeting Call to Order at 6:03 PM:
Natalie Wensley, Lori Chick, Steve Maimes, John Roesse, Amy Lemelin, Pam Hubbard, Nat Goodspeed and Brian Sylvester, Director.
2. Acceptance of the Minutes of the November 15th, 2016 meeting: NW1, JR2, accepted.
3. Treasurer's Report
 - a. FT and PT salary are both showing as below 50% YTD, but that doesn't include one pay period yet to be paid in December. The adjusted figures should put us at 57.2% and 56.6% respectively.
 - b. Software Maintenance/Licenses shows a figure of \$6,627 as available. That is funds which were put in the budget for Envisionware's annual maintenance bill. We used funds from the settlement with Envisionware to pay this bill, leaving these funds available for other projects. I'd like to propose spending some of the funds to purchase the Innovative module we need to move forward with the debt collection agency.
 - c. Electronic Services shows an available balance of \$6,324.68. This is because though we have launched the Hoopla database, we haven't been billed for it yet. This should be paid out before the January meeting.
 - d. The electricity line right now has a revised total of \$27,899. Last fiscal year, our actual cost was over \$31K. DPW reports the city has a new supply rate which has resulted in projected savings of 17-18% in total costs at the wastewater plant and should generate the same here. Buildings and Grounds is actively exploring energy audits and upgrades. Upgrades to energy efficiency are eligible for Community Development Building Grants (CDBG). I am following up on an upgrade as a potential CDBG project for FY19.
4. Communications from the Library Director
 - a. Buildings and Grounds update
Mike Riley has been unavailable recently. Slate work on roof was supposed to start next week, but snowstorms have set that back.
Flagpole needs followup, as do the front steps and book drop.
 - b. Personnel update
Beth still out, slated to be back 12/27.
Hired Sarah Smith in Tech Services, was Teen Librarian in Newburyport, then transitioned to Tech Services. Will start on 12/19.
Page position in Children's is still open.
5. Old Business
 - a. SM: What about the sign in the computer area?
BS: should already be done.

- b. AL: Foster's did run a Library-related article
- 6. New Business
 - a. FY18 Budget
 - b. Librarian 1 upgrade: Brian can't simply implement, but since budget-neutral, hopefully Issues & Options request will fly
 - c. Overdue collection fees fee: the intent is that the fee will be more than offset by collections
- 7. Nonpublic Session Per 91-A: 3 II (a), (c), (d) and 91-A: 2 I (b), (c)
No session needed.
- 8. Other
 - a. LC: Friends met last Monday, had a table at Studley's, sold about \$200 worth of raffle tickets; looking at doing it again next year.
At a previous meeting, had voted to spend for an endcap at \$670 – but vendor tacked on a \$200 shipping fee. Looking at another vendor.
Need for iPad for library, spent that money for iPad.
Baking competition for Library, \$5/ticket some April Saturday for National Library Week – tentatively Saturday, April 8th, also coincides with Rochester MFA exhibit change. "Sweet Art"
Next Friends meeting January 9th at 6:00 PM.
 - b. Farewell to Natalie, and many thanks!
- 9. Adjourn: NW1, JR2, adjourned at 6:50 PM.
Next meeting January 17th.