

MINUTES OF THE LIBRARY BOARD OF TRUSTEES

Regular Meeting

January 20, 2015

Rose Room

6:00 p.m.

Members present: Nathaniel Goodspeed, Pam Hubbard, Steve Maimes, Anne May, Natalie Wensley, and Brian Sylvester, Director. The Board of Trustees welcomed new member Amy Lemelin who is representing Ward I.

1. The meeting was called to order at 6:00 p.m.
2. The minutes of the December 16th meeting were accepted as presented.
3. The treasurer's report was placed on file. It is hoped that the Special Account will grow as a result of proceeds from the daily book sale. Money given in memory of Dr. Dinella was used to purchase an insect control device. Limiting the spending of trust fund monies would be judicious at this time.
4. Communications from the Director
 - a. Buildings and Grounds Update
 - i. We have not yet received a report from the Public Works Department on the leaking roof.
 - ii. The odor detected in the basement will soon be investigated by our insurer, Property Liability Trust.
 - b. Furniture Re-upholstery Project Update
 - i. Vinyl material has been purchased to recover the upholstered rocking and stationary chairs.
 - c. Annual Report
 - i. Brian prepared and distributed the annual report of the Library.
 - d. Tax Form Issue
 - i. The I.R.S. has not provided the customary tax filing forms this year. As a result, an effort will be made to notify the public, and Brian will look into making a computer available for online filing through this filing season.
 - e. Personnel
 - i. The recently hired library page has resigned, creating a 15 hour per week position that needs to be filled
5. Old Business
 - a. RFID Project

Envisionware is the company that has been selected for the Library's RFID project. Barstage will do the actual tagging of the collection which is expected to take four to six weeks.
 - b. FY 16 Budget Review

A budget increase of only 1.65% ,other than salaries, is the goal for the next fiscal year. The Library is adding Freegal to provide legal forms to patrons, and we are in need of a larger shelving unit for large print books. Also, two new study carrels are wanted for the second floor. Two staff members will attend the A.L.A. conference next June. Brian and Pam will be meeting with the City Manager to peruse the budget.

6. New Business

a. Approval to Proceed with Collections Agency

i. Brian expressed concern that some 691 people currently owe the Library a minimum of \$100. Following a motion by Anne May, seconded by Nathaniel Goodspeed, the Trustees voted unanimously to use a collection agency to recover unreturned materials or the money to replace them. Any funds collected would go into the Special Account. Brian will take this to the City Manager and the Finance Director for further discussion.

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

a. The Trustees voted to go into nonpublic session at 7:17 p.m. and voted to come out at 7:24 p.m.

8. The next regular meeting of the trustees is scheduled for February 17th at 6 p.m. in the Rose Room.

9. The meeting was adjourned at 7:31 p.m.