

# MINUTES OF THE MEETING OF THE LIBRARY BOARD OF TRUSTEES

December 16, 2014

Rose Room

6:00 p.m.

Members present: Nathaniel Goodspeed, Pam Hubbard, Steven Maimes, John Roesse, and Brian Sylvester, Director.

In the absence of the secretary, Brian Sylvester was nominated to take minutes.

1. The meeting was called to order at 6:05 p.m.
2. The minutes of the November 18<sup>th</sup> meeting were not available. Reading of the minutes was tabled until the January meeting.
3. The treasurer's report was placed on file.
4. Communications from the Director
  - a. Buildings and Grounds
    - i. Brian informed the trustees that there are two new areas in the roof that are leaking: in technical services near the chimney, and in non-fiction. The leak in non-fiction is in the same area where leaks have occurred in the past and previously led to mildew and mold issues. Brian will follow up with the city manager on this issue.
    - ii. The city is still considering the privatization of the Buildings and Grounds department. This will be discussed at a council committee meeting in January.
  - b. Furniture re-upholstery project update
    - i. Brian informed the trustees that there are 14 chairs in the building that are going to be re-upholstered in vinyl to update the appearance of the building and make the chairs easier to clean. Funds for this project are already in place. Brian is getting quotes.
  - c. Personnel
    - i. There was one resignation in the children's room (library assistant Gr. 21, 20 hrs/wk). One of the pages has been promoted to fill the opening. The hours for that page position are being distributed to the existing pages.
  - d. Right to Know request from patron update
    - i. Brian reported that the city manager has asked that all right to know requests go through his office directly. The request made in November for Library security camera footage has been denied by the city manager.
  - e. Christmas with the Patrons Dec. 23<sup>rd</sup>
    - i. Brian reported that for the fifth year the library staff will put out food and drinks for the patrons on December 23<sup>rd</sup> as a holiday celebration. This year staff will also wear holiday sweaters/casual clothes for the holiday party.
5. Old Business
  - a. RFID RFP Update – three bids were received and each vendor has been invited to present. Two presentations have occurred and the third is on Thursday 12/18 at 2 PM in the community room. The

average bid is \$85,000 and they all quoted roughly the same types of equipment. The three vendors are D-Tech, Bibliotheca, and Envisionware.

i. Entry-way renovation(s): for the system to work properly, the gates need to be 36 inches away from metal doors. This will require some renovation of the main floor entrance. DPW is looking at moving the interior door away from the gates. Shane Tufts and Peter Nourse are looking into this and will provide Brian with pricing.

ii. Bundled software proposal: Brian has asked that each vendor present a quote that bundles the RFID software with print control management software and public computer management software. Price pending, this will be added to the project.

iii. Trustee sub-committee: Steven suggested that the trustees form a sub-committee to review the RFID bids and staff recommendations so that a vendor can be selected before the next Trustee meeting. On motion made by Steven Maimes and seconded, the trustees voted to form a three member sub-committee to meet in early January to review the RFID bids and make a recommendation.

## 6. New Business

### a. FY16 Draft Budget Review

i. Brian reviewed a draft of the 2016 budget. The first draft of the budget is due to the city by December 31<sup>st</sup>. This year Brian recommends asking for increased staff, increasing the library's digital collection, adding furniture to the non-fiction room, and budgeting for travel and fees so that staff can attend the American Library Association mid-winter conference in Boston in January 2016. Brian is also following up with the city to consider using a debt collection service to address the large number of patrons who owe the Library money for lost, damaged, or stolen material. A recent report showed nearly 700 patrons owe \$100 or more. The city manager will meet with the Library to review the budget requests on February 10<sup>th</sup> at 10 AM.

### b. Confidentiality Policy Revision

i. Brian reviewed the proposed changes to the confidentiality policy, which state that library user records are considered exempt from RSA 91-A, the Right to Know Law. On motion made by John Roese and seconded, the trustees voted to adopt the policy as amended.

## 7. Non-public Session

The trustees entered non-public session at 7:25 PM and exited non-public session at 7:30 PM

## 8. Other

### a. Donations

i. The trustees discussed when the library will resume accepting donations for the book sale. The staff would prefer to wait until the weeding projects are complete sometime in early spring.

9. The next regular meeting of the trustees is scheduled for January 20th at 6:00 p.m. in the Rose Room.

10. The meeting was adjourned at 7:37 p.m.