

Minutes of Library Board of Trustees Meeting  
Rose Room  
March 18, 2014

Members present: Pam Hubbard, Steven Maimes, Martha Ortman, John Roesse, Anne May and Brian Sylvester, Director.

1. The meeting was called to order at 6pm.
2. The minutes were approved as presented.
3. The treasurer's report was placed on file. It was noted that several line items will likely require a funds transfer.
4. Communications from the Library Director

YA Room incident

On 2/7/14, an older man suffered an attack of diarrhea in the young adult room. The chair he was sitting on at the time was thrown out, and the rest of the room was treated with disinfectants, and the carpet was shampooed.

Library items found in local pawn shops

On 2/8/14, I was notified that a patron had found two DVDs at a local pawn shop he thought belonged to the Library. I have since then visited several local stores and found DVDs that were missing from the Library's collection. The persons who had those items on their accounts have been billed for the items and banned from the facility for theft – ultimately three patrons were banned.

Friends update

The Friends met on 2/10/14 to discuss upcoming programs and ideas. They are planning a Spring Fling (a social event to entice new members) for March 20<sup>th</sup> at 2 PM.

Free comic book day

Free comic book day will be on Saturday, May 3<sup>rd</sup> this year. In the past the event has drawn thousands of people, some in costume. Norman Vetter has agreed to sponsor the Library. In the future the city will allow us to pay the registration fee directly.

Author's fair

The 2<sup>nd</sup> annual Rochester Author's Fair will be on April 26<sup>th</sup>, starting at 10 AM. The mayor will open the fair and there will be three panels, acting along the same lines as last year.

#### Substitute list reduced

HR requested that the Library reduce the number of substitutes in the payroll system. Five former employees' names were removed from the system, as they had not come back to fill shifts in the last few years.

#### Book Sale

After discussion with the staff that worked on last year's booksale, it became apparent that the Library is spending more in staff time than we are earning back in sales for the annual sale. I am proposing that we eliminate the large annual sale and, instead, expand the daily sale. Staff has outlined a plan for re-arranging and expanding that space and we are working on making the necessary changes.

#### Heating Fuel

Due to continued fluctuations in the cost of natural gas this winter, I have submitted a revised I&O form for heating fuel for the FY15 budget. The new form requests an additional \$6,000 for that line.

#### Story Time Room

Insects have been spotted in the story time room. We are treating this as an infestation and will take steps with buildings and grounds to eliminate the pests with non-toxic means, so that the room remains safe for children.

#### 5. Old Business

There was none.

#### 6. New Business

The following policies were reviewed:

- a. Lost and Damaged Library Items Policy- updated to bring the policy in line with current practices. Motion was made by Martha and seconded by John to accept. Vote was unanimous.
- b. Emergency Closing Policy- new. Motion was made by Martha and seconded by John to accept. Vote was unanimous.
- c. Story Time Policy- tabled for further discussion.
- d. Children's Room Public Internet Policy- updated to be in compliance with Child Internet Protection Act. It was noted that the two hard wired computers will be replaced by a laptop hooked up to wi-fi. Motion was made by Martha and seconded by John to accept. Vote was unanimous.
- e. Conduct and Use Policy revision- tabled for further review.
- f. Staff Internet and Social Media Policy- new. John made a motion and Martha seconded to accept. Vote was unanimous.

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

The trustees entered nonpublic session at 7:06pm and came out of said session at 7:10pm.

8. Other

- a. Martha Ortmann's resignation was accepted as the City Manager designee to the Board.
- b. The April meeting date was changed to April 22 at 6pm.
- c. Steven updated members on a Library Tour video. Metrocast does not have the resources to film it but would hire someone at \$100 if funds were provided. They would professionally edit it at no charge. Possible funding sources are Friends of the Library or the Board of Trustees.

9. Meeting was adjourned at 7:15pm.