

MINUTES OF THE MEETING OF THE LIBRARY BOARD OF TRUSTEES

September 16, 2014

Rose Room

6:00 p.m.

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

1. The meeting was called to order at 6:00 p.m.
2. The minutes of the June 17th meeting and the special meeting of August 7th were accepted as read.
3. The treasurer's report was placed on file.
Brian noted that the "collection development" line now includes the former "books and other materials" line. Also in August, Unitil installed a new gas meter, replacing one that had been installed in 2013.
4. Communications from the Library Director
 - a. Buildings and Grounds
 - i. A private contractor has been engaged to repair the front stairs.
 - ii. Dependable Pest Solutions is looking into the problem with insects.
 - iii. Some furniture will be moved to provide added space for daily book sales.
 - b. Summer Reading Program wrap-up
 - i. The teen summer reading program under Donna's direction had some 30 participants.
 - c. Personnel
 - i. Beth has returned to full time in reference, and Melissa is back from leave. Also, there is a library page vacancy.
 - d. Ergonomic equipment purchased
 - i. In keeping with recommendations from Primex, some ergonomic equipment has been purchased, including wireless mice and keyboards, and adjustable monitor arms. Other items, such as task lighting, are still needed.
 - e. CAP heating fuel assistance program
 - i. Brian reported that the Library will be a site for this program beginning in October.
5. Old Business
There is nothing to report.
6. New Business
 - a. 2015 Goals Review
 - i. The primary goal for 2015 is to strengthen the relationships between Library and City officials. Other short and long term goals were reviewed.

- b. Donation from HRCU
 - i. The trustees voted to return a \$50 donation from HRCU for the “It’s Not About the Hike” program as there were no other sponsors.
- c. RFID RFP Review
 - i. The 18 page document will be posted later this month.
- d. Municipal Managers Group
 - i. An update from these discussions is that after 2015 merit raises will replace step raises.
- e. Promotional Video
 - i. In the interest of saving time, Brian will e-mail the link for the trustees to view the new promotional video.

7. Nonpublic Session

The trustees did not enter a non-public session.

8. Other

There was a brief discussion of the technology needs of the Library’s patrons.

9. The next regular meeting of the trustees is scheduled for October 14th in the Rose Room at 6:00 p.m. In November, the trustees plan to meet on the 6th.

10. The meeting was adjourned at 7:34 p.m.