

MINUTES LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING  
November 17th 2015  
Rose Room  
6:00

Members present: Lori Chick, Nat Goodspeed, Pam Hubbard, Amy Lemelin, Steve Maimes, John Rose, and Brian Sylvester, Director

1. The meeting was called to order at 6:02pm
2. The minutes of the October 20th meeting were accepted. Motioned by Nat, seconded by Steve
3. The treasurer's report shows the water and sewer will need to be adjusted. Spending from the Special and Trust funds will start around January, which is right on schedule. Most trust money available is allotted for non-fiction.
4. Communications from the Director
  - a. The library was closed on November 6th for staff development. Brian stated it was the best one yet. They started the day with a whole department meeting where they discussed bed bug information, Ebsco training, and had the fire marshall in for a fire drill.
5. Old Business
  - a. Buildings and grounds update. The Fire Marshall also conducted a walk through the building and found many areas for improvement: The sprinkler and fire alarm panel are outdated and need to be replaced in the next two years. Brian will put this in the budget asap; however, there are concerns that other capital improvements may take a back seat. A more thorough inspection by the fire marshall will take place at some point where other areas will need to be addressed, such as lights in the emergency exit are switched. They should turn on automatically in the event of the fire. And, the storage area where recessed sprinkler heads in the basement have been painted over. This area is mostly storage for overflow books for the book sale, childrens' room storage, and old periodicals. Lori suggested we donate some of the old magazines to local retirement homes.

During the fire drill, Brian became aware of the front steps not being attached to the building. DPW will put a temporary fix until a more permanent solution can be made.
  - b. Collective bargaining: Pam met today and perhaps will get to meet on December 18th.
  - c. Circulation review: Steve spoke with Marie in the childrens' room. Marie's observation is that while the amount of books checked out is less, the number of people coming in has risen. People are tending to check out fewer books at a time over a few years ago. She also believes that people are using the library

differently. She has observed more foot traffic from people wanting copies, computer assistance, etc. As a side note, Peggy is getting more staff trained on digital services and Celeste Plia is looking to create more PSAs about all the online service the library has to offer. Nat suggested installing an easel with info regarding the different digital offerings

6. New Business

- a. Envisionware sent a contractor, (William) from Portsmouth to test the gates and make sure everything was installed correctly. There was a follow up call; unfortunately, Kern does not feel confident anything has or will change. After some discussion, it was decided that Brian would call William to find out what, if anything, they are willing to do to make this right. Note that perhaps it is the cooler weather, but there have been no issues with the stingrays getting stuck in DVD players recently.
  - b. Friends of the Library: Katherine Parker-Wright is technically, the Interim President. Because she is a staff member and she has been in this role several years, we really need a new president. Jen Littlefield is the current Treasurer and has been out of communication. Karen Colby is the new secretary. Board members can be Friends member but not vote and cannot hold office.
7. The kids trustees voted to enter non-public session at 7:03 pm . Nat 2nd John and voted to return to public session at 7:14 p.m. John/Nat
8. The next meeting of the Trustees is scheduled for December 15th, February 16th, and March 15th which Pam will be absent for.
9. The meeting was adjourned at 7:16