

MINUTES OF THE LIBRARY BOARD OF TRUSTEES

Regular Meeting

October 20, 2015

Rose Room

6:00 p.m.

Members present: Lori Chick, Nat Goodspeed, Pam Hubbard, Steve Maimes, John Roese, Natalie Wensley and Brian Sylvester, Director.

1. The meeting was called to order at 6:00 p.m., and it should be noted that the order of business was altered to allow John Storer (Item 4 on the agenda) to speak first.

2. It was observed that in the minutes of the September meeting, the words "Roese" and "Rose" as they apply to John Roese and the Rose Room were transposed. The minutes were approved with this correction.

3. The treasurer's report was placed on file. Brian mentioned that the procedure for requesting expenditures has been improved.

4 John Storer, newly appointed Director of the Department of Public Works, introduced himself to the trustees and discussed library issues which Brian has raised with him, including the HVAC system, carpeting in the ground level foyer, and a working automatic door for handicap access. He agrees that the chronically leaking roof is a priority. Also, he is hopeful that with Brian's input a capital improvement plan can be developed to address other issues over the next few years.

5. Communications from the Library Director

- a. The Library will be closed on November 6th to allow for a staff development day. One presentation will discuss strategies for dealing with negative encounters with patrons, while another will address technology matters.
- b. The page positions have been filled, but a library assistant is leaving.
- c. Fees charged to a trust fund account have been refunded.
- d. The Craft Day of October 17th, sponsored by the Friends, raised about \$200.
- e. Brian provided a spreadsheet which demonstrates a decline in both adult and children's circulation. Brian feels that community input is needed to identify the causes of this. He will also obtain local school enrollment data and circulation statistics from other libraries in the state.

6. Old Business

- a. Steps to take regarding the RFID stingray issues were identified and discussed.

7. New Business

- a. The trustees voted to adopt a policy describing the procedure for reporting suspected abuse to the DHHS.
- b. Collective bargaining is underway and subsequent meetings have been scheduled.

c. (Proposed Goals – added to agenda) Brian reviewed the library's short and long term goals for FY 2016.

8. There was no non-public session.

9. Other

- a. Brian wrote an article on the history of the Rochester Public Library which was published in the newsletter of the NH Library Trustees Association.
- b. The two trustees whose terms are ending have applied to be reappointed.
- c. The next regular meeting is scheduled for November 17th.

The meeting was adjourned at 7:26 p.m.