

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
November 15, 2022
Community Room
6:30 PM
MINUTES

1. Meeting called to order at 6:28 PM

Peg Higgins, Ward 1

Samantha Gee, Ward 2

Candy Bailey, Ward 3

Kathy Noble, Ward 4

Bruce Jolin, Ward 6

Katherine Parker-Wright, Patron's Services Supervisor

Logged in with TEAMS:

Nat Goodspeed, City Manager's Designee

Not Present:

Pam Hubbard, Ward 5

Marie Lejeune, Library Director

2. Acceptance of the Minutes of the October 18, 2022 Regular Meeting
Motion made by CB, seconded by BJ. Roll call complete and the vote was unanimous to accept the minutes.
3. Treasurer's Report:
 - a. Spending down the balance of the Trust accounts continues, and a deposit was made into the accounts. Marie allocated some funds from the Trust accounts to Peggy Trout to purchase Playaways for the Adult Section of the library. The library does have Playaways in the Children's Room and Teen Section.
 - b. The budget is where it is supposed to be at this point of the year. Nothing on the Transfer Lines as this is not done until the end of the Fiscal Year.
4. Friends of the Library Report
 - a. The Friends are moving along. They are putting together a raffle basket for the Festival of Trees that will be taking place on December 2nd and 3rd.
 - b. John Gisis has provided calendars again this year to sell. He has one of just the City of Rochester and another on of the State.
5. Communications from the Library Director
 - a. Amy Lemelin has been hired as the Teen/YA librarian. She was previously in the Children's Room.
 - b. Marie has an appointment with HR regarding the current open library positions.

- c. Marie, Katherine and Jody attended the NELA/NHLA Conference. They attended quite a few presentations there were beneficial.
6. Old Business
- a. Staff Training Day will be held on Friday, December 9th.
 - b. The use of the word Probation was discussed with regard to patrons who request to be allowed back into the library. Discussed whether to use the term or does it need to be defined and if instead of Probation use “with certain restrictions”. Katherine will check with Marie regarding this.
 - c. Outdated policies to be discarded
 - i. Children’s Room Internet is now covered under the new internet policy so this is outdated. CB motioned and BJ seconded to vote on the removal. Roll call vote was taken and it was unanimous to remove this policy.
 - ii. Debt Collection Policy is no longer used. SG motioned to discard this policy with CB seconding it. Roll call vote was taken and it was unanimous to discard this policy.
7. New Business
- a. A new Local Author Policy was introduced. BJ motioned to accept this new policy with CB seconding it. A Roll call vote was taken and it unanimous to accept this new Local Author Policy.
 - b. With regarding to switching from Sierra to the KOHA system, the transfer would have to overlap. Marie will be asking for \$16,000 for the initial cost of KOHA which will be less money per year after the initial cost of \$16,000. Sierra will still need to be paid until everything has been completely switched to KOHA. In the long run it will be cheaper to operate under KOHA.
 - c. Marie will be meeting with HR for funds for a full time assistant to maintain the Library’s social platforms.
8. Other
- a. Waypoint has a box in the library to collect undergarments and socks for their Youth Resource and Outreach Program.
9. Adjourn
- A motion was made by BJ and seconded by SG to adjourn the meeting at 7:55 PM. A Roll call vote was taken and it was unanimous to adjourn the meeting.

Next meeting will be December 20, 2022 at 6:30 PM