

**LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**May 16<sup>th</sup>, 2017**  
**Rose Room**  
**6:00 P.M.**  
**MINUTES**

1. Meeting Call to Order at 6:03 PM:  
Steve Maimes, Pam Hubbard, Lori Chick, Amy Lemelin, Nat Goodspeed and Brian Sylvester, Director.
2. Acceptance of the Minutes of the April 18<sup>th</sup>, 2017 meeting:
  - a. SM: Maybe move a couple of the items (relating to Anniversary) from 5.e. to 6.a.
  - b. SM1, LC2, accepted with amendment.
3. Treasurer's Report
  - a. Life Insurance and IPT are both over 100% because of Sarah.
  - b. Hosted IT has \$10,000 encumbered but not yet billed. That project is done.
  - c. Water and sewage are where they should be at 72%. Last year's budget appears to have been entered wrong.
  - d. Brian is looking into some squirrely charges relating to copiers and printers.
  - e. Property liability is also over 100%, but we don't control those figures.
  - f. Tracking a surplus in office supplies and processing supplies.
  - g. Overall for the year at 86.8%; after payroll we'll be aligned.
4. Friends of the Library Report
  - a. Meeting on May 1<sup>st</sup>
  - b. Had to cancel participation in Comic Book Day May 6<sup>th</sup> because we couldn't get commitments for that time.
  - c. Did participate in Chamber of Commerce Expo last Thursday night. Friends table was next to Library table. Were able to do two baskets, one for Mother's Day and one for gardening. Also had Friends of the Library bags for sale, for adults and children.
  - d. Ordered more children's book bags: those have been selling well.
  - e. Purchasing a Nook for the adult summer reading program. Also got a small round table for displays; also a "Reads to Go Kit."
  - f. Talked about having a plant sale – other libraries do that – but it's a lot of work; have to be sure of full commitment.
  - g. Will have a different June meeting: at the Revolution Taproom on June 5<sup>th</sup> at 6:00. Bring a friend! There won't be any July meeting. Will resume in August.
  - h. Peg Higgins is doing a great job motivating people.
  - i. AL: Studley's has a great fundraiser for schools. Maybe could do for the Friends of the

Library? They take orders in winter or early spring, they plant those seeds, and then they have a pick-up day.

- j. PH: Are you going to sell Friends shirts? LC: Right now we pay for those from our own pockets.

## 5. Communications from the Library Director

### a. Opioid crisis update

Drug issues in building were getting better; there were a couple of incidents, but not as bad. Brian has asked the PD and FD for another security-related walk-through for opioid prevention. Unfortunately we're still finding paraphernalia in the building. Happens in the last 45 minutes before closing, and there's a little correlation with the bus schedule, as if people are simply hanging out waiting for the bus.

### b. Buildings and Grounds update

Mike Riley asked Brian to mark where the flagpole should go.

Roof is being worked on right now.

Front steps are still TBD.

Looking at drainage in front of the children's room entrance: that whole system is getting revamped. (The Children's Room has been flooded before.)

### c. Server migration report

Physical server in basement is disconnected; new servers are in cloud. Overdrive only started working again this morning. Software that presents book title when the gate alarms isn't yet working. Had to update fixed IP address for third-party services. By next meeting it should all be working.

### d. Last open Saturday: June 10<sup>th</sup>

The following Saturday will be setup day for the summer reading program.

### e. Arts and Culture commission: first meeting at Library, May 18<sup>th</sup>

### f. Upcoming events: film showings – Hidden Figures (May 17<sup>th</sup>), Split (May 21<sup>st</sup>). Will have a Summer Film Festival in partnership with ROH, at the Opera House.

### g. AL: Discarded books? NTR.

## 6. Old Business

### a. 125<sup>th</sup> Anniversary celebration planning

Brian met with Historical Society board. They're offering the Library some space in a glass case (which case was perhaps given by the Library). Brian will present about the history of the Library at the Society in late summer or early fall.

### b. FY18 Budget update

Budget has been presented to the Council; Brian thought it went pretty well. Council intends to vote on June 6<sup>th</sup>.

## 7. New Business

### a. Rec Department consult

In 2015 we sent a letter to the DPW requesting higher priority for the library, since the prior DPW administration had more or less ignored the Library. John Storer came to meet with the Trustees, and made a good impression. Rec Department wants to see that letter because they would like to have a similar meeting.

b. Monarch School

The school wants to place a student in a kind of internship with the Library: an hour a week, unpaid, for a particular amount of time. AL: The City might have other opportunities for Monarch students as well. Brian recorded Trustee questions about insurance, monitoring, union implications.

8. Nonpublic Session Per 91-A: 3 II (a), (c), (d) and 91-A: 2 I (b), (c)

None needed

9. Other

a. None

10. Adjourn: LC1, SM2, adjourned at 7:06 PM.

Next meeting June 20<sup>th</sup> at 6:00 PM, after which we're off for the summer; next meeting after that will be September 19<sup>th</sup>.