

**LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**6:00**  
**MINUTES**

1. Meeting called to order at 6:00 PM: Present: Steve Maimes, Pam Hubbard, Lori Chick, Amy Lemelin, John Rose, Candy Bailey, Brian Sylvester, Director
2. Acceptance of minutes of the Oct. 17, 2017 meeting.
3. Treasurer's Report: salary lines are back where they belong, not a week behind; situation is normal.
4. Trustees of the Trust Fund: Brian and Steve attended the meeting; library has some funds that require purchased books to be in designated subjects ( chemistry, sailing); these subjects are not relevant to the current patrons of the library. Permission was granted by the Trustees of the Trust Fund to generalize the subjects of the books purchased by these funds. The trust fund has approximately \$43,000 in discretionary funds that could be used if necessary. The library has not had to use the trust fund monies as yet. Suggestion that some of that money could be used for a special project. Discussion about honoring those who have set up trust funds at the library's 125<sup>th</sup> anniversary. A plaque will be made to honor the donors and displayed in the library
5. Friends of the Library Report:
  - a. The regular meeting was on Nov. 6 .
  - b. Katherine will be the new library liaison for the Friends meeting. It is important for the Friends, the trustees, and the staff to get the same information.
  - c. Another order was placed for T-shirts and sweatshirts with the F.O.L. logo on them.
  - d. Friends will have a table at Studley's at the Festival of Trees on Dec.2.
  - e. The 'Pickle Fundraiser at Wild Willy's will continue for the month of November and December.
  - f. A Christmas raffle basket has been assembled and the winner will be drawn Dec 15.
  - g. A F.O.L. presence was seen at Business After Hours at Moe's in November.
  - h. Friends would like to assist with the library's 125<sup>th</sup> anniversary celebration. An amount of money has been designated for this in the budget.
  - i. Museum passes were discussed. Katherine will be bringing an itemized list of the number of people getting passes to each museum. Discussion about whether to add NH State Parks.
6. Communications from the Library Director:
  - a. Building and Grounds- new dropbox will be purchased and will be stored at the Community Center for the winter. Will be installed after the cement pad is poured in the spring.
  - b. Sensor in the elevator door has malfunction making each elevator ride interesting. That has been repaired.
  - c. Work will begin on the fence in front of the building.
  - d. Personnel:

The main I.T. person is still out. No news has been heard. Brian and Sarah are working on problems with computers but this is less than ideal. The city may give the library funds to hire a temp.

Kelly Ratte is the temporary page in the Children's Room. Discussion about where to post job listing for pages. A.L. will send e-mail to the high school about the job.

Staff will take part in all-day training on Friday December 9.

e. Holiday hours: the library will be closed Thursday and Friday. Normal hours on Saturday.

f. Upcoming Programs:

Common Threads ( knitting & crafting)- Monday mornings 9:30-11:00

rMFA film screening- 'Life off The Grid'-Nov. 21 at 6:00 PM

'Chocolate Perfection' - Dec 5 at 6PM

'Mirachi High'- Dec 19 at 6 PM

Adult Coloring Program- Nov 27 at 6:00

Evening Book Group-The Beginners Goodbye Nov 29 at 6:00

Yoga For Every Body- Nov 29 & Dec 13 at 7PM

Monthly Meditations- Dec 1 at 10 AM

Oils, Salves and Lip Balm- Dec 6 at 6PM

Daytime Book Group- The Kingdom of Ice, Part 2- Dec 13 at 1PM

7. Old Business

FY18 Goals Update

8. New Business

a. Meeting room policy was discussed

b. Debt Collection

When to send a debt collection letter was discussed. Trustees agreed that patrons should accept responsibility for overdue books but disagreed as to level of fines when the letter is sent. Possibility of a 'debt forgiveness day'. Will continue on agenda.

9. Non Public not necessary

10. Other

Amy Lemelin will regretfully tender her resignation at the end of this year. She has found a replacement who is waiting for a call from the city.

Friend of The Library information is not on the library website. The website is in the process of being updated.

Trustees will bring in special 'treats' for the Library staff during the week before Christmas.