

**LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**November 20<sup>th</sup>, 2018**  
**Rose Room**  
**6:00 P.M.**  
**MINUTES**

1. Meeting Call to Order at 6:03 PM:  
Pam Hubbard, Candy Bailey, Nick Bellows, Steve Maimes, Nat Goodspeed and Brian Sylvester, Director.
2. Acceptance of the Minutes of the October 16<sup>th</sup> 2018 Regular Meeting: NB1, CB2, accepted.
3. Treasurer's Report  
We're in pretty good shape, not tracking anything odd. Other Equipment, Travel and Equipment are a little high, but we encumber at start of year; spending is in line. This is the first time we see a report from the debt collection agency.
4. Friends of the Library Report  
Catherine collecting for the Christmas basket. Friends will have a presence at the Festival of Trees event, but won't have a tree. Added Make Your Own Card element. Anita agreed to remain as Treasurer until March. Wright Museum rep was going to get a \$25 gift certificate; Friends voted to up that to \$100.
5. Communications from the Library Director
  - a. Buildings and Grounds updates  
Waiting for weather suitable for building a ramp on the new book drop.  
Bids for carpeting project open on November 29<sup>th</sup>. Mike and Brian will meet as soon as they have a vendor. They measured even in the basement, where there's also carpet.
  - b. Electronic Time Keeping  
Browser-based system is awkward: have to authenticate with two-factor auth, which can take up to 30 minutes. Bought a time clock instead, which has been a lot smoother. Still haven't rolled out the system in Police, Fire or DPW – still in trial mode everywhere else, not yet live.
  - c. IT updates
    - i. Sierra Migration  
Pretty well done; one more training session scheduled for the 30<sup>th</sup>. Sarah and Brian attended training for editing the web-based card catalog.
    - ii. Email migration  
Swapping over from rpl.nh.us to rochesternh.net addresses due to unrelated spammers on the same third-party server that serves rpl.nh.us, causing email routers to block all mail from that server.
    - iii. Security cameras  
New cameras are in; new camera server is in at City Hall, on the City's network. Library has a separate network, so no Library staff workstations can access the new cameras. Had to install three new computers on the City network just for camera access. Even so, server times out all the time – system not yet really usable.

d. Upcoming programs: see agenda attachment

6. Old Business

a. Manchester City Library fine structure

Brian and Candy and Nick and several staff met to discuss. Meeting described as productive. Marie wrote up a proposal for an annual "Read-Off" that would be something like a sponsored amnesty on fines. Not included in the write-up would be a tablet in the Children's Room that could help each child manage their own reading program.

NB: How appropriate is it that we (in part) rely on fines from late returns to help buy more books?

PH: Bud Carlson Academy (2<sup>nd</sup> floor of the Community Center) has started a free library, managed by the students of the Academy. To clarify: they don't lend books, they give them away.

BS: Rotary Club is also planning a free library at Wyandotte Falls.

BS: I'm trying to reintroduce our free rack out in the entryway.

NB: One of the good takeaways was for Candy and me to hear the staff challenges and concerns. Can we increase opportunities?

7. New Business

a. Emergency spokesman

SM: In an emergency, who is our spokesperson? Pam has been Trustee spokesperson on a number of occasions, but who is the Library spokesperson?

PH: Chief of Police spoke for the City during Hillary Clinton HQ hostage situation. But if somebody's going to speak for the Library, should be Brian.

BS: By-laws state that no individual Trustee should speak on behalf of all Trustees.

NB: Move that the Library Director be the Library's official spokesperson in case of emergency. (SM2, unanimous)

Individual Trustees should clarify that they are speaking as individuals.

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

None

9. Other

Brian will take vacation December 1-10 to visit Texas to adopt a dog.

10. Adjourned at 7:18 PM: CB1, SM2.

Next regular meeting December 12<sup>th</sup> at 6:00 PM at City Hall, in the conference room behind the Council chamber.