

**LIBRARY BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**February 19, 2019, Community Room, 6:00 p.m.**  
**Minutes**

Meeting called to order: Attending: Bruce Jolin, Steve Maimes, Pam Hubbard, Lori Chick, Brian Sylvester, Nick Bellows, Candy Bailey. Minutes of January 15<sup>th</sup> 2019 Regular Meeting were accepted with slight corrections. Motion L.C. /2<sup>nd</sup> S.M.

Treasure's Report was given by Brian. Question about leased copiers/printers: City is in charge of printers and is currently working to allot appropriate amounts to each city department.

Friends of Library: New officers were elected; parting gifts given to Peg Higgins- exiting president and Anita Shannon exiting treasurer. Peg gave her last 'State of the FOL'; Barb Graham, the new president talked about her vision for the future.

*Communications from the Library Director:*

Building and Grounds: Carpeting is 95% complete- all that remains is the original stairwell. That carpeting had to be sent out for customization to fit the stairs. 95 crates were rented for moving books during carpeting. Trustees all agreed that Brian and the library staff had gone above and beyond the call of duty moving all of the books for this massive project. A new outdoor bulletin board has been installed per City Managers request.

Website: New website is up and running. Trustees all are pleased with the new site. Suggestion was made that a press release be written about the new carpet and the new website.

Brian would like to refresh the library catalogue by summer.

Personnel: A new librarian has been hired. Nick Gagnon is the new hire who will be working in Circulation.

A request was made that trustee have a list of the library staff and what department he or she works in. Brian will assemble that and send it out.

Upcoming programs: list was attached

IT Updates: New bank account opened; working on being able to accept credit card payments; SMS Alerts-will be able to opt-in for notification of a book that is ready to be checked out/ library card expiration etc. Email migration

*Old Business*

Security Issues: a subcommittee (Brian, Nick, Nat) met with Sonja Gonzalez, the city IT person to discuss security issues surrounding computers at the library. In order to connect to the city network the library computers must be secure. There will be continued discussion to see if the needs of both parties can be met.

Joint meeting of RPL and ERPL boards: Brian met with a representative of the East Rochester Public Library. At this time they house about 800 books. A local Eagle Scout will be building a bookshelf as his project. The library trustees are looking for advice and funding. The RPL trustees agreed that it would be good to meet with them. A mutually convenient time will be scheduled.

FY20 Budget: Brian met with the city manager to review budget requests. He put together charts to show how the rooms were used and to bolster his request for AV equipment for the Community Room. Priorities were set for fund requests. Staff fines- question as to whether fines for staff who retain books past their due date should be different than regular patrons.

*New Business*

Election of officers- Officers will remain in current positions. Secretary will be voted on at next meeting. Motion to re-elect N.B./ 2<sup>nd</sup> B.J.

No nonpublic session needed

Next meeting March 19, 2019