

LIBRARY BOARD OF TRUSTEES

REGULAR MEETING

Tuesday, June 15, 2021

Library Director's Office

MINUTES

1. Meeting Call to Order at 6:30 PM

Marie Lejeune, Library Director

Peg Higgins, Ward 1

Samantha Merchant, Ward 2

Kathy Noble, Ward 4

Pam Hubbard, Ward 5

Bruce Jolin, Ward 6

Not present:

Candy Bailey, Ward 3

Nat Goodspeed, City Manager's Designee

2. Acceptance of the Minutes of the May 11, 2021 Regular Meeting: BJ1, PH2

Minutes passed unanimously

3. Treasurer's Report

No significant change to Treasurer's Report since last meeting. Extra monies in the budget will be given back to the city as not all of the money in the library budget was used.

4. Friends of the Library Report

The book club had its first face to face meeting in the library. Would like to have an event at the library to coordinate with comic book day scheduled for Saturday, August 14. Idea is to have a table set up with a presentation on the history of comic books. They would like permission to have a sign put on the library to advertise. It was suggested they speak to Kelly at the City Manager's office and also Lauren at the Rec Center.

5. Communications from the Library Director

a. FY22 budget passed. The Emerging Tech Position is now a full-time position.

b. ARPA Covid Relief Package. New Hampshire State Library received a grant for a large amount of money. Rochester was allotted \$4,419. The money will be used to digitize the Rochester Courier. The grant will pay for 29 rolls of microfilm to be converted. In the future would like to set aside money each year to finish digitizing the Rochester Courier and start to digitize the Rochester Times.

c. Next stages of reopening:

- i Drop quarantine of returned materials July 1
- ii Marie is meeting with Sonja about computers next week. Time keeping is at its end of life. Replacement program is contingent on new computers being installed. This is a priority.
- lii The Community Room will no longer be needed for quarantining as of July 1. Right now It is being used for a storage space with library furniture not being used. Chairs will be placed back into the public areas and will be placed in sight – not tucked away.

Katherine and Peggy will be planning a book sale to take place in the fall.

- d. Comic book day is scheduled for Saturday, August 14. Cannot order comic books until July which is the next fiscal year. Consideration of opening on August 14 to hand out comic books and get people into the library as the library is not opened on Saturdays during the summer.

A motion was made by PH and seconded by SM to vote on opening the library August 14 was made and it unanimously passed.

6. No old business

7. New Business

a. Reorganization Project:

Marie, Sonja, Lauren, and Diane spent time talking about what a library does with regards to the organization chart. Will propose a new position – Patron Services Supervisor who will be in charge of Adult and Youth Services. Multiple Lead Librarians will be in place for each department. Need to send the Patron Services Supervisor to the Personnel Advisory Board, then to the Finance Committee to discuss and recommend by the full council. This position does not eliminate a position or change pay. It will shift things around and shuffle responsibilities.

It was motioned to move forward with the reorganization projected BJ1, PH1

Vote was unanimous to go forward.

8. Other:

Bruce asked about wish lists from the other department – nothing formal given yet.

Discussion about how to get people moving into the downtown area to come to the library. A welcome packet was discussed and it was suggested that Matt Wyatt from Rochester Main Street be contacted about this.

Bruce asked if a library acronyms list was available. Marie is going to ask Jessica to create one.

9. Adjourned at 7:34 PM: BJ1, SM2
Vote was unanimous to adjourn the meeting.

Next scheduled meeting will be September 21, 2021 at 6:30 PM