

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
January 17th, 2017
Rose Room
6:00 P.M.
MINUTES

1. Meeting Call to Order at 5:51 PM:
Steve Maimes, John Roese, Pam Hubbard, Amy Lemelin, Nat Goodspeed and Brian Sylvester, Director.
2. Acceptance of the Minutes of the December 13th, 2016 meeting: JR1, SM2, accepted.
3. Treasurer's Report
Starting to see the full-time line impact of Rindy's retirement. Difference is paying for new hire's insurance.
Otherwise things are tracking about where we'd expect.
Other Equipment line is totally encumbered, due to chair reupholstering.
No transfers since last meeting.
Budget directive is to increase non-salary lines by no more than 1%.
We've cut about 3.6% of operating expenses in hopes of funding the Librarian 1 position.
SM: Who makes the decision?
BS: City Manager can, or Council could do it later.
No revenue report this month.
Out-of-town memberships are down this year. n.b. Portsmouth Library charges quite a bit more for out-of-town memberships than we do. PH: But in terms of a percentage of tax burden, comes out about right.
Special Account is in good shape: that's fines/overdues/replacement charges.
We continue to not spend much out of the trust.
Pretty good shape overall.
4. Friends of the Library Report: moot, Lori being absent
BS: They're getting ready for their Sweet Art fundraiser. They're doing monthly board meetings now.
PH: I've really been enjoying the afternoon book group. I'd forgotten how good it feels to talk with other adults about things you've read. Peg Higgins has done a wonderful job with the Friends of the Library.
5. Communications from the Library Director
 - a. Buildings and Grounds update: roof tiles fixed. Brian asking for stained ceiling tiles to be replaced so they can track any new leaks.
 - b. Personnel update: Children's Room page position still open; interview Wednesday. Sarah Smith working at Reference this evening. Beth is back full-time.
 - c. Hosted server: need to buy an SSL certificate; also need to close for one day for cutover. Probably a Friday in case we need to remain closed on Saturday.
 - d. Chair re-upholstery update: all but one rocking chair have gone to prison. Expected back in 6-8 weeks with good behavior.
 - e. Poet Laureate: Mayor will issue a proclamation at the February meeting. She does have a

project in mind. Her stipend will be paid out of our Special Events line: \$250 from this FY, \$250 from next year's.

- f. Electronic Time Keeping: supposed to be implemented by February 26th. Brian to attend an emergency meeting tomorrow.
- g. 2017 Author's Fair: meeting this Friday, January 20th to set the date. Usually the last Saturday in April. Mike Provost will be running it again.
- h. PR firm hired for the city: John Guilfoil Public Relations. Has primarily represented police departments. Will create press releases and send them out.
PH: Are we rebranding?

6. Old Business

- a. FY18 Budget: not a lot of changes since last meeting, a few tweaks. Brian was able to hold it to enough of a cut to fund the Librarian 1 position. We stuck with just two Issues & Options: for that position and for the debt collection agency. Both are budget-neutral. Haven't yet purchased the module for debt collection. Rolling periodicals in with collection development. No CIP projects this year. Meetings with City Manager end of January, start of February.

7. New Business

- a. None

8. Nonpublic Session Per 91-A: 3 II (a), (c), (d) and 91-A: 2 I (b), (c)
No session needed.

9. Other

10. Adjourn: JR1, SM2, adjourned at 6:35 PM.
Next meeting Tuesday, February 21st.