

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING

September 20, 2022

Community Room

6:30 PM

MINUTES

1. Meeting Call to Order
Peg Higgins, Ward 1
Samantha Gee, Ward 2
Candy Bailey, Ward 3
Kathy Noble, Ward 4
Pam Hubbard, Ward 5
Bruce Jolin, Ward 6
Nat Goodspeed, City Manager's Designee
Marie LeJeune, Library Director
Katherine Parker-Wright, Patrons Services Supervisor
2. Acceptance of the Minutes of June 21, 2022 Regular Meeting
PH1, CB2

Roll call:

Peg Higgins, Ward 1
Samantha Gee, Ward 2
Candy Bailey, Ward 3
Kathy Noble, Ward 4
Pam Hubbard, Ward 5
Bruce Jolin, Ward 6
Nat Goodspeed, City Manager's Designee

Minutes accepted unanimously

3. Treasurer's Report
 - a. Items that are at 100% are for Purchase Orders that were created.
 - b. Nothing spent on the Trust Account as of yet as it is still early. These monies need to be used this year.
 - c. Fiscal Year Comparison
20/21 is a little off because of the pandemic. Spent a bit more money last year and things are starting to recover this year.

4. Friends of the Library Report

- a. The Friends participated in National Night Out in August. Katherine and Christina set up a tent with games as well as gave away little stuffed animals as “reading buddies”. This was a success.
- b. The Friends did not participate in Pride Day this year.
- c. There was a Friends meeting this past Saturday which Ann Lemelin led. Amy will be sending things out, but they did not discuss the By-Laws at this past meeting. They will be discussed in an upcoming meeting.
- d. Amy Lemelin set up a display promoting the library at the Granite State Fair.
- e. The Friends were able to purchase New England Aquarium passes. These passes give half off for up to 4 people.
- f. The Friends will be back to the regular meeting schedule next month.

5. Communications From the Library Director

- a. Council Meeting/Library Materials Question
Most of the response regarding the questionable reading materials has been positive. Two emails were received and there were donations to buy more of these types of books.
- b. ARPA Grant Update/New Logo
Strategizing ways to increase the patronage, getting more people in. The new Logo will be debut at the State of the City next Tuesday morning.
- c. Circulation is still down from 2019.
The Children’s Room has recovered better than the Adult section. There are more people coming in, but not borrowing materials.
- d. Marie will be on vacation for the first 2 weeks of October.

6. Old Business

- a. Policy Updates
 - i. The internet set up is significantly different with the new software. The Children and Adult browsers are now combined. The old system required the user to have a library card. With the new system at library card is not needed. Looking to purchase a lap top in which patrons can sign out and use in the Rose Room.
 - ii. The wording in the Unattended Children Policy has been changed to allow 16 year olds to accompany younger children.
 - iii. Materials Selection Policy has one slight change in Section E – Patrons was changed to Rochester residents or current RPL card holders.
 - iv. Donation of Materials Policy – the current is more generic than the new policy being put in place.
 - v. Display and Exhibits Policy now has specifications of areas and intellectual freedom. It also states that the library does not endorse these exhibits.
 - vi. The RPL Board of Trustees Policy was discussed regarding public input and conduct at the meetings.

CB1 and SG2 to accept the changes in the above policies.

Roll Call:

Peg Higgins, Ward 1

Samantha Gee, Ward 2

Candy Bailey, Ward 3

Kathy Noble, Ward 4

Pam Hubbard, Ward 5

Bruce Jolin, Ward 6

Nat Goodspeed, City Manager's Designee

Acceptance of new policy changes was unanimous.

vii. Marie found a spreadsheet with other policies that need to be discontinued. Marie will send these out and the Board will revisit these at the next meeting in October.

7. New Business

- a. New email address for the Trustees: librarytrustees@rochesternh.gov
There will be a new general email address for the Trustees rather than individual emails. Marie will receive the emails and pass them on to the Trustees.
- b. State of the City
The State of the City will be held next Tuesday from 7:00 am to 9:30 am at the Conference Center at Frisbie Memorial Hospital. This will be the first one since 2019. Marie is going to present and will debut the new Logo.
- c. Holiday Season/Staff Training Day Closures
 - i. It was discussed that the library will close early the day before Thanksgiving at 4:00.
 - ii. On December 9th the library will be closed to the public for Staff Training
 - iii. Christmas falls on a Sunday this year so the library will be closed on Saturday, December 24th and Sunday, December 25th.

A motion was made by PamH1 and BJ2 to close the library on these dates.

Roll Call:

Peg Higgins, Ward 1

Samantha Gee, Ward 2

Candy Bailey, Ward 3

Kathy Noble, Ward 4

Pam Hubbard, Ward 5

Bruce Jolin, Ward 6

Nat Goodspeed, City Manager's Designee

The motion was passed unanimously.

8. Other

There was a discussion about getting high school student volunteers to come in and help kids with homework. This will be discussed further.

9. Non-Public Session

Motion was made to go into Non-Public Session

PamH1, BJ2

Roll Call:

Peg Higgins, Ward 1

Samantha Gee, Ward 2

Candy Bailey, Ward 3

Kathy Noble, Ward 4

Pam Hubbard, Ward 5

Bruce Jolin, Ward 6

Nat Goodspeed, City Manager's Designee

Motion to go into Non-Public Session was unanimous.

10. Adjourn

Motion was made to adjourn at 8:15 PM

Roll Call:

Peg Higgins, Ward 1

Samantha Gee, Ward 2

Candy Bailey, Ward 3

Kathy Noble, Ward 4

Pam Hubbard, Ward 5

Bruce Jolin, Ward 6

Nat Goodspeed, City Manager's Designee