

LIBRARY BOARD OF TRUSTEES

REGULAR MEETING

October 18, 2022

Community Room

6:30 PM

MINUTES

1. Meeting called to order at 6:32pm.
Samantha Gee, Ward 2
Candy Bailey, Ward 3
Pam Hubbard, Ward 5
Bruce Jolin, Ward 6
Nat Goodspeed, City Manager's Designee
Marie Lejeune, Library Director
Katherine Parker-Wright, Patron Services Supervisor
2. Acceptance of the Minutes of the September 20, 2022, Regular Meeting: Typos in bullet point 4C, second line. Marie will fix this. Motion made by Pam Hubbard to accept with correction, seconded by Bruce Jolin. Roll call was completed, and the vote was unanimous.
3. Treasurer's Report:
 - a. Trust Accounts: During the Covid years, not much was spent from trust accounts and balances built up. We are working on spending that down. Approximately \$300 has been spent from trust accounts since the report was run, so the actual amount spent is a bit higher.
 - b. City Funds: We are just about where we ought to be, a bit over in staff development due to PDA Leadership training for Katherine and NHLA conference attendance for Marie, Jody Walker and Katherine. Items that are 100% indicates money with purchase orders in place to show that those amounts are encumbered.
4. Friends of the Library Report
 - a. The Friends met on October 3rd for their first full meeting since the spring and discussed upcoming fundraisers such as the Festival of Trees raffle basket.
 - b. They hope to resurrect their Sweet Art event and had hoped to hold it in February but after discussion about the AARP tax help use of the Community Room, have likely moved the event to April (after Tax Day).
 - c. They will staff a small book sale this Saturday, October 22nd, from 10 am to 2 pm in the Story Time room.
5. Communications from the Library Director
 - a. Lead Librarian Sarah Hart has resigned due to unforeseen personal circumstances. The position has been posted and many applications have been received, including at least one internal candidate.

- b. The State of the City Breakfast, presented by the Rochester Chamber of Commerce and hosted by Frisbie Memorial Hospital on September 27th, was very successful, and our new logo was unveiled. Feedback from Chamber members was very positive.
 - c. Marie has joined the Arts and Culture Commission, and she and Katherine won an award for their podcast, as well as Christina Paquette, who was awarded for her exhibit of elementary school art in the Children's Department.
6. Old Business
- a. Staff Development Day, approved at the last meeting to take place on Friday, December 9th, includes a lunch and all trustees who would like to attend are welcome. Marie is putting together presentations for the event, including Emerging Tech Librarian Jessica Carroll, who will instruct staff on using our downloadable resources. There will also be a KOHA presentation from Jessica and Jody, as well as a cookbook compilation activity for staff enrichment.
 - b. Discussion about outdated policies to be discarded will be postponed until the next regular Trustee's meeting in November.
7. New business
- a. Marie was hoping to present a new policy about Local Author shelf for the Library, but it is still in process. These books will be shelved on a separate display. This policy will be ready to be reviewed at the next meeting.
8. Other
- a. Bruce Jolin commented that the web page is looking good and seems to flow/operate much more smoothly. A new leak over the front staircase between the first and second floors was noted and explained.
 - b. Nat Goodseed had several items for discussion:
 - i. KOHA discussion made him wonder about the workflow of staff hopping from one computer to another, and whether that was resolved. Marie anticipates that it will be a similar situation, Nat suggested asking a KOHA rep this question. Marie hopes that there will be a rep at the NHLA conference so she can discuss this with them.
 - ii. The multi-factor login for website book renewal, requiring users to enter an their entire 14-digit barcode, last name and password every single time was brought up again. Marie explained that Jessica is looking into this and it may not be changeable.
 - iii. 3. Song suggestion from Nat, for Marie to sing at the next State of the City breakfast.
 - c. Pam Hubbard brought up an email to staff from author Kim Varney, who will read/sign a book about covered bridges on Dec. 3rd. She mentioned that Kim's book will draw many people in and may be a good gift for Christmas.
 - d. Marie brought up Nat's request to define the use of the term "probation" which was used in a situation with a previously banned library patron who asked to return. Nat mentioned the lack of flexibility in using that term, and whether we should define that term.

9. Adjourn: A motion was made by Pam Hubbard to adjourn at 7:15 pm and was seconded by Samantha Gee.

Roll call:

Samantha Gee, Ward 2

Candy Bailey, Ward 3

Pam Hubbard, Ward 4

Bruce Jolin, Ward 6

Nat Goodspeed, City Manager's Designee

All members voted yes.

Adjourned at 7:15pm.