

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
June 20th, 2017
Rose Room
6:00 P.M.
MINUTES

1. Meeting Call to Order at 5:58 PM:
Steve Maimes, Pam Hubbard, John Roese, Nat Goodspeed and Brian Sylvester, Director.
2. Acceptance of the Minutes of the May 16th, 2017 meeting: JR1, SM2, accepted.
3. Treasurer's Report
 - a. YTD expenses: a number of Salary & Benefits are over 100%; there's an extra pay period. But we have enough left in the rest of our lines that we should close out within 100%.
 - b. Increased cost of copiers & printers is because of the new contract. Brian will try to address.
 - c. Revenue is good this year: pretty much on target.
 - d. PH: How many staff do we have who have health insurance? BS: I believe 9.
4. Friends of the Library Report
 - a. Reports are that the fellowship meeting at Revolution was well-attended.
5. Communications from the Library Director
 - a. Buildings and Grounds update
All except one ceiling tile (probably about 15) were just replaced; fairly confident that roof leaks have been addressed. Fire alarm panel has been replaced. The anticipated disruption of testing was minimized by the new ability to turn down the volume. They have a vendor lined up for front steps replacement; still trying for a third bid per City policy. Brian should soon be receiving a spray can to mark desired location of flagpole. Generous donation from Studley's of new pots. Will buy some plants. Gardens got cleaned up and mulched. Brick path was re-edged. Planning additional landscaping around the bike rack at the bottom of the hill. Planning to weld a new bottom onto the book drop near the building to tide us over until a real fix.
 - b. IT infrastructure update
Project scope has been volatile. Phase 1: replacing firewall; cabling; switches. Phase 2: replacing phone system. Phase 3: wireless. But Phase 2 & 3 seem to have funding troubles. Were supposed to upgrade the main Library switch, but delivered unit didn't have the right cable connections. Phone system has been failing recently; wifi often doesn't work. Hardware dates from 2002.
 - c. Printers and copiers update
Children's room printer: Konica Minolta doesn't satisfy requirements. Machine has been upgraded a couple times, but without much success. Previous HP 2025 used to work fine, but Brian doesn't have authorization to just purchase one.
 - d. Upcoming events:
Essential Oils 101, June 21st;
Independent Film Festival, June 24th and 25th (Opera House);

Summer Reading programs begin June 26th;
film showing: Power Rangers, June 28th;
Weds night book club (Enders Game), June 28th;
Meditation, July 14th

- e. "City Manager's Corner" TV show might do a segment on the Library next week.
6. Old Business
- a. FY18 Budget update
Budget was approved without deletions. CIP budget was carried over from last year.
Effective July 1st, Brian will be promoting one full-time library assistant in the circulation department to a full-time Librarian 1.
Also will be moving forward with debt collection agency. Detailed discussions with agency still pending.
 - b. Monarch School request
Kevin Foley sent Brian email: the only union concern would be if the student takes work from members that they presently do, which won't happen. It's stipulated as one hour a week. Student will have a teacher/coach with them at all times. Library isn't liable. Part of Monarch's work-based learning program; supported by the Dept. of Education. Library fills out paperwork stating willingness to participate, and they run with it from there.
7. New Business
- a. City Attorney made suggestions to Brian about content of nonpublic sessions. Discussion followed.
 - b. Conduct and Use Policy revision
Discussion about strengthening the Library's determination of inappropriate dress or behavior. JR1, SM2, unanimous: adopt Brian's proposed amendments. Further review pending.
8. Nonpublic Session Per 91-A: 3 II (a), (c), (d) and 91-A: 2 I (b), (c)
None
9. Other
- a. If the Library is asked to fly a gay pride flag in August, the Trustees direct Brian to respond that it would be limited to that one day.
10. Adjourn: JR1, SM2, adjourned at 6:57 PM.
Next meeting September 19th at 6:00 PM.