

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
September 19th, 2017
Rose Room
6:00 P.M.
MINUTES

1. Meeting Call to Order at 5:46 PM:
Steve Maimes, Pam Hubbard, John Roes, Amy Lemelin, Lori Chick, Candy Bailey, Nat Goodspeed and Brian Sylvester, Director.
2. Introduce new member: Candy Bailey
3. Acceptance of the Minutes of the June 20th, 2017 meeting: JR1, LC2, accepted.
4. Treasurer's Report
 - a. YTD pretty good (26.1%, pretty close to where we should be at end of first quarter); a little high because trying to front-load expenses for the year. Note that Overdue Collection Services has been encumbered, and we'll bill against that as needed.
 - b. Revenue is down: it's about 19.4%, should be closer to 26.2% at this point in the year. State just released statewide stats, but Brian hasn't yet had a chance to dig into them.
 - c. Sidebar: outreach to middle schools?
5. Friends of the Library Report
 - a. Met on September 11th, excellent attendance.
 - b. Talked about visibility; about getting shirts made with Friends logo: T-shirts, long-sleeved shirts, polo shirts, hoodies. Initial order placed. Will be doing more orders as the need arises through "Deb & Duke," who donated the setup cost for the logo.
 - c. Program planning to draw more members: craft projects (Jackie); maple sugaring presentation; Esther's readers' theater; geocaching discussion/demonstration.
 - d. Wednesday night book club head is no longer available, looking for temporary leader through January. There's a guide to focus discussion.
 - e. Business After Hours: Friends voted to pay \$150 fee to fund the Library hosting a Business After Hours evening, potentially in June 2018 during 125th Anniversary celebration.
 - f. Been asked by Marie in the Children's Room to help with craft (gratitude hand tree).
 - g. Brian asks if there's any way we can recognize Peg Higgins?
 - h. Friends want to be involved in 125th Anniversary activities.
 - i. Anne May would like to make a donation, e.g. for Christmas tree at Studley's.
 - j. Next Friends meeting Monday, October 2nd at 6:00 PM.
6. Communications from the Library Director
 - a. Buildings and Grounds update
Lots of projects. Selected a vendor to replace the original stairwell (ELF's?); intending to start next week. Flagpole has been painted but not yet delivered; John is donating a flag. Book drops: near bin is pretty well rusted through, probably irreparable. The far one may be moved to near the

building. Got agreement to install a concrete pad under new (far) book drop, which permits a lifetime warranty. City Hall Annex now complete; B&G crew have been out straight all summer with that.

b. Narcan discussion

Rochester has a community prescription for Narcan. Brian met with police and fire officials, but the City won't authorize the Library to dispense.

c. IT infrastructure update

City has hired new Chief Information Officer: Sonja Gonzalez. Physical upgrades stopped after switches and firewall. Palo Alto switches tested in City Hall; basically all 3rd-party software stopped working, including Library's Millennium; Palo Alto switches not installed for Library, even though problem now solved (?). Wi-fi upgrades didn't get funded, nor the phone system.

d. Freegal

Freegal dropped movies; was used by less than 20 people, at about \$6000 per year – dropped. Money to be applied to Hoopla instead. But Hoopla charges per circulation, so harder to budget.

e. Copyright Infringement issues

Metrocast keeps threatening to cut off Library's Internet for illegal downloads, but Library is protected by the same law as Metrocast itself: Library not responsible for actions of an individual over Library's network.

f. RMFA film showing partnership

Matt Wyatt asked to set up a film showing, occasional perhaps building to monthly, e.g. Tuesday evenings, for independent films via Instant Flix. RMFA will sponsor the weekly film showings.

g. Website redesign

Brian created a committee with Kern plus people from various Library departments. New site developed using Joomla, same system as (e.g.) Fire Department's page; hoping it will go live sometime within the next year. Each department will be able to update their own content.

7. Old Business

a. Monarch School student volunteer update

Issues of hygiene around stress-related expectoration response; trying to work out an accommodation, but may need to cancel.

b. Donating books to schools

Amy brought up that there's no book sale any more. Brian will meet with Amy and Donna.

8. New Business

a. Homebound Delivery Services policy

No such policy exists yet. Policy should exist to cover contingencies that staff may encounter in attempting to implement. Brian circulated a draft; Nat requested rewording for next meeting.

b. Community Partners: Jennifer Bird presenting on behalf of a patron seeking to lift a ban from the library. Brian offers to meet with the patron; no decision yet.

9. Nonpublic Session Per 91-A: 3 II (a), (c), (d) and 91-A: 2 I (b), (c)

None

10. Other

11. Adjourn: CB1, JR2, adjourned at 7:08 PM.

Next meeting October 17th at 6:00 PM.