

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
April 17th, 2018
Community Room
6:00 P.M.
MINUTES

1. Meeting Call to Order at 5:59 PM:
Pam Hubbard, Candy Bailey, Nick Bellows, Lori Chick, Steve Maimes, Nat Goodspeed and Brian Sylvester, Director.
2. Acceptance of the Minutes of the March 20th 2018 meeting: CB1, LC2, accepted.
3. Treasurer's Report
Reasonably good shape, at 80% expended for the year, vs. 83.4% at this time last year. Property insurance is at 99%, salaries over 100% (by \$90). Heating at 58%, electric at 66%. Did use a couple of space heaters – lost heat in Tech Services for a day.
NB: As the end of the fiscal year approaches, is there concern about the City potentially taking money from the Library budget?
BS: Money has been appropriated for the Library, they would have to deappropriate it, and you would have a chance to weigh in.
4. Friends of the Library Report
Lori couldn't attend the April meeting, but does have the minutes. Money was voted for a Nook e-reader for the Library. Shirts and sweatshirts are available to identify the Friends when out and about. Sweet Art contest on April 28th. Goals for 2018: more visibility and PR, look to other local groups such as the Opera House and Rochester Museum of Fine Arts. Will have a selfie booth in front of the Library on Comic Book Day (May 5th); will have masks so people can take pics with their own phones. Will have a banner for the 125th Anniversary hung above the original entrance.
5. Communications from the Library Director
 - a. Buildings and Grounds updates
Were exploring option to restore the original wood floor (under now-aging carpet) in the older part of the building, but big gaps between floorboards make that infeasible. Current proposal is to take up the old carpet, lay new plywood over the original floorboards and then put carpet tiles on that.
New book drop is in place, footing will be poured once weather permits.
Flagpole is also waiting for better weather, will replace a couple shrubs.
Three leaks in last rainstorm: Community Room, second floor bathroom and stairwell.
 - b. 125th Anniversary updates
Plaque now on display in first-floor lobby. Next event: Business After Hours open house in June, date may be set. Would like to cater that with trust-fund money: \$250 - \$300. NG1, CB2, approved.
 - c. 3D printer loan
Borrowing an inexpensive 3D printer from the state library the week of April 30th. The state library is sending it around so community libraries can evaluate. Discussed possibilities for community engagement if the Library decides to purchase such a printer ourselves.

- d. IT updates
 - Ads out for IT tech replacement; interviews scheduled for Friday. Even so, Brian will continue developing requisition for Library-specific position. Cameras no worse than last meeting, but no better. No movement on WiFi replacement.
 - Trustees asked Brian to put in a supplemental appropriation request for additional cameras. Brian demonstrated portions of the redesigned Library website, rollout estimated in September.
 - Moving Library's email accounts to City's Exchange server.
 - e. Rialto publishing
 - Have to pay a fee, despite vendor's claim that the offering came with performance rights. Will avoid that vendor going forward.
 - f. Upcoming programs: see agenda attachment
6. Old Business
- a. Conduct and Use policy revision
 - Want to nail down language about enclosed containers for beverages. Need to ensure that Library staff are empowered to determine what's appropriate.
 - Brian conducted staff training, seems to have gone well. Still hoping for a staff meeting with PD presence.
7. New Business
- a. 4/10/18 Finance Committee meeting review
 - Blaine wants some Trustees to attend the May 1st full Council meeting as well.
 - b. Memorial Day hours
 - Should we be open on the Saturday of Memorial Day weekend?
 - Motion to remain open the Saturday of Memorial Day weekend: SM1, LC2, unanimous consent. General sense is that it's simplest to tell the public that the Library is closed Saturdays in June, July and August, instead of having to check specific dates in May and September.
8. Nonpublic Session Per 91-A: 3 II (a), (c), (d) and 91-A: 2 I (b), (c)
None
9. Other
Scheduled performance evaluation meeting.
10. Adjourn: CB1, LC2, adjourned at 7:11 PM.
Next meeting May 15th at 6:00 PM, after that June 19th at 6:00 PM, off during July and August.
First Fall meeting will be September 18th at 6:00 PM.