

LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
May 15th, 2018
Rose Room
6:00 P.M.
MINUTES

1. Meeting Call to Order at 6:03 PM:
Pam Hubbard, Candy Bailey, Nick Bellows, Lori Chick, Steve Maimes, Nat Goodspeed and Brian Sylvester, Director.
2. Acceptance of the Minutes of the April 17th 2018 meeting: NB1, CB2, accepted.
3. Treasurer's Report
YTD expense report: 111% of salaries adjustment (\$91 over). Property Insurance, General Liability and Collection Development are just about 100%. Overall 84% for the year, vs. 93% for last year at this time.
NB: Budget not spent for microform? BS: I'll look into it. It's the Times and the Courier; the Times isn't there any more.
NB attended NHLTA Annual Conference at the Radisson aka Doubletree in Manchester, and was reimbursed. Sessions on legal requirements, strategic planning and Friends of the Library. Had a chance to network with some other nearby library trustees. Interestingly, perhaps 90% of the attendees are from communities of less than 5000 people – very few libraries like ours. NHLTA has an annual award for a Friends group.
SM: Strategic planning is useful: want to canvas department heads for their goals for next year.
PH: Good idea to close the Library for a day, get everybody present for planning.
4. Friends of the Library Report
Events Committee: planning programs for next fall. Voted to allocate \$200 to NH Humanities program; have some wonderful offerings there. 100-page catalog!
Sweet Art was a great success: \$547 so far, money still coming in. There were 17 tickets left over, but one of the Friends bought all of those. Comic Book Day was beautiful and lots of fun. Voted \$150 for the fee for Business After Hours, but that was paid by Library; reallocated for money for door prizes. Also voted to become friends of the Opera House and the Museum of Fine Arts. Events coming up: National Night Out August 7th, 5:30 – 8:30 at the Commons; Pride Day, date TBA (September?); June meeting in Granite Steak & Grill, June 11th, 6:00 PM. RSVP Peg Higgins.
Motion to endorse the Rochester Friends of the Library for the NHLTA award: NB1, SM2, unanimously approved.
5. Communications from the Library Director
 - a. Buildings and Grounds updates
Bricks in front of lower entrance are being gradually replaced, since the original ones are disintegrating with the salt used in the winter. Fence between Library and church has been replaced. No update on flagpole or the pad for the book drop. Public Works Committee has told B&G to move ahead with carpet tiles for the whole first floor; why not leave the movie room hardwood floor, which was recently refinished? Wood floor outside Brian's office to be refinished on Wednesday, May 30th – can't walk on it for 24 hours. Maybe schedule planning day that day?

- b. Business After Hours June 19th
 - i. name tags
Lanyard, button, name tag? Lanyards.
 - ii. June Trustee meeting
No meeting that day; roll it into the Business After Hours.
 - iii. Will close early that evening
 - c. 3D printer loan
Gave everyone on staff a chance to bring up a design and print it. Will try to borrow it again in September; if we purchase, will get the same model (about \$1200, plus materials). Put it on a book cart. Brian will apply for a grant from a local company.
 - d. IT updates
Dan White will start on Monday May 21st. He won't be assigned to the Library specifically, but Library tasks are among his first assignments. WiFi access point replacements will probably be deferred again.
 - e. Upcoming programs: see agenda attachment
Reptiles program set for May 30th – conflict with floor work. Brian will try to reschedule floor work.
6. Old Business
- a. Policy revision planning
Conduct & Use Policy needs overhaul – joint committee from staff & Trustees to rework it. PH offered to help with that. Probably start in the fall.
7. New Business
- a. FY19 budget review
Presentation went to Council, workshop scheduled for Tuesday of next week.
 - b. Security Camera system
discussed
8. Nonpublic Session Per 91-A: 3 II (a), (c), (d) and 91-A: 2 I (b), (c)
None
9. Other
Avoid vacuuming quiet area during open hours?
Only three No-Trespass orders in May. Still some frustration with camera system. PD has been responding with increased presence.
10. Adjourn: NB1, CB2, adjourned at 6:59 PM.
Next gathering will be Business After Hours on June 19th at 5:30 PM, no meeting that evening; off during July and August. First Fall meeting will be September 18th at 6:00 PM.